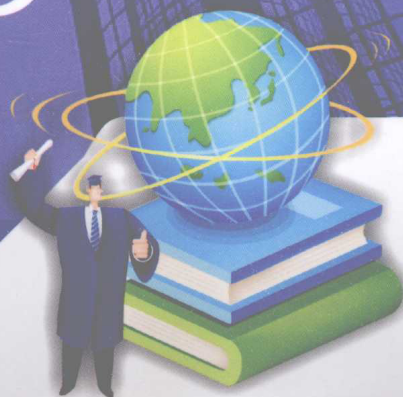


商务英语会议

高频话题

THE HIGH
TOPICS
OF BUSINESS
ENGLISH-MEETING



■ 浩瀚等 编著



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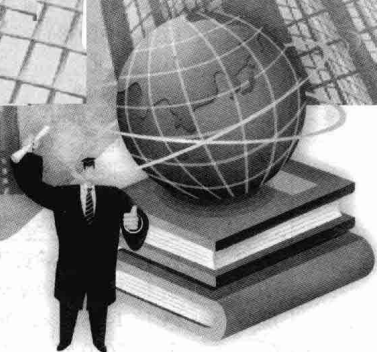


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内 容 提 要

本书所选取的素材涉及商务会议的广泛领域,以提高商务人员英语听说能力为目的而编写。涉及的话题涵盖商务会议业务的方方面面。通过先听为主、多变表达、情景会话、熟背生巧几个部分,帮助读者正确、有效、轻松地掌握商务会议的交流技巧,提高英语水平。

本书适合商务人士以及商务英语爱好者使用。

图书在版编目(CIP)数据

商务英语会议高频话题 / 浩瀚等编著. — 北京 :
中国水利水电出版社, 2010.6

(商务英语高频话题)

ISBN 978-7-5084-7664-3

I. ①商… II. ①浩… III. ①商务—英语—口语
IV. ①H319.9

中国版本图书馆CIP数据核字(2010)第126355号

书 名	商务英语高频话题
作 者	商务英语会议高频话题
出 版 发 行	浩 瀚 等 编 著 中国水利水电出版社 (北京市海淀区玉渊潭南路1号D座 100038) 网址: www.waterpub.com.cn E-mail: sales@waterpub.com.cn 电话: (010) 68367658 (营销中心)
经 售	北京科水图书销售中心(零售) 电话: (010) 88383994、63202643 全国各地新华书店和相关出版物销售网点
排 版	北京浩瀚英语研究所
印 刷	北京市地矿印刷厂
规 格	145mm×210mm 32开本 11.75印张 484千字
版 次	2010年7月第1版 2010年7月第1次印刷
印 数	0001—5000册
定 价	29.80元(附光盘1张)

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进入 21 世纪后,社会发展越来越迅速,国际间的商务活动交流越来越频繁。在商务活动中,产品发布会、研讨会、商务谈判等商务会议尤其重要。

为了帮助读者使用正确的会议英语,充分展现自己和准确表达自己的思想,本书针对不同身份,在不同场合的商务会议中所出现的常用句型、表达方式、一语多说等,让大多数人在较短的时间内,能够学以致用,适应对外交际的需要。

本书在编写中特别设计以下四大部分:

1 先听为主:在口语训练中,听是说的基础,说是听的目的,听力训练使读者在开口说之前,对对话中的关键字词及基本句型有了先入为主的感觉。

2 多变表达:以标题例句和基本句型为模板,使句子表达多样化,从而帮助读者学会用更丰富的语言来表达思想,有助于提高英语会话的水平。

3 情景会话:围绕话题提供不同的场景会话,让读者领略不同语境中的各种表达方式,并学以致用,灵活运用。

4 熟背生巧:只有通过反复操练,并亲身实践,才能熟能生巧。为此提供的时尚短篇,可以使读者在检测自己口语熟练程度的同时,巩固提高自己开口说英语的能力。

愿本书犹如新生的绿叶、含苞待放的花朵,给您的英语学习带来春天般的希望!

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Chapter

Notice

1

会议通知



• 先听为主 •



A: Hi! Jerry. Are you busy now?

B: No, what's the matter?

A: According to the managing director's suggestion, we will hold a BK meeting at 10 o'clock tomorrow afternoon in the conference room.

B: OK, thank you.

A: Would you ask Miss Li and Miss Zhang to attend this meeting?

B: Sure, of course.

A: Tell them to be in the meeting room by 10 o'clock.

B: Shall we hold it in the large conference room or the small one?

A: The large room.

B: OK, I'll tell them.

A: Don't be late.

B: I see, sir.

A: Thank you for your help.

B: You're welcome.



A: Tom, have you informed all department managers about the monthly meeting?

B: Yes, I've just informed them.

A: Oh, bad news.



B: What's wrong with you?

A: There's a big mistake about the notice.

B: What?

A: The confusion about the date of the meeting arouses from a typing error.

B: Don't worry. I'll let them know later.

A: We must take action before it is too late, it's five o'clock, people will come back home from work.

B: Take it easy, I can use the phone notification or e-mail.

A: Thanks god.

B: I promise that they will never miss the meeting, and before the meeting, I'll call and remind the attendees.



多变表达



接到会议通知

Receive Notice

① 要想召开会议的话,就要出个通知。

- If you want to call a meeting or anything, put up a notice.
- If you want to hold a meeting, issue a notice.

② …… 接到会议 …… 的通知。
... informed that...

- I've just been informed that the conference has been postponed.
- She is never be informed that the conference will be held.

③ 我们刚刚把计划通知了……
We had just notified...

- We had just notified all the department managers about the arrangements.

- We had just notified all the parents about the arrangements.

④ 明天早上 10 点开会。

- We're having a meeting at 10 o'clock tomorrow morning.
- There will be a meeting at 10 o'clock tomorrow morning.

⑤ …… 通知 …… 会议如期召开。

... informed... that the meeting will be held as scheduled.

- They informed her that the meeting will be held as scheduled.



- He informed me that the meeting will be held as scheduled.
- She informed them that the meeting will be held as scheduled.

⑥……不希望你开会迟到。...
don't want you to be late for the meeting.

- I don't want you to be late for the meeting.
- The president doesn't want you to be late for the meeting.
- The sales manager doesn't want you to be late for the meeting.

⑦我打电话通知你…… I'm just
calling to let you know that...

- I'm just calling to let you know that the meeting is now scheduled for tomorrow, at the same time.
- I'm just calling to let you know that the meeting had been cancelled.
- I'm just calling to let you know that the meeting was cancelled by reason of his illness.

⑧……刚接到电报通知……

... received a telex informing
... that...

- I've just received a telex informing me that the delegation from Tokyo can't

come to USA in time.

- She's just received a telex informing her that her parents can't come here.
- I've just received a telex informing me that the travel plans was changed.

⑨我……通知……notice/inform

- I gave them notice that we would have a meeting tomorrow afternoon.
- I come to inform you that a meeting is scheduled at 2 o'clock this afternoon.

⑩确认开会日期和时间

- See you on Monday at 9 o'clock.
- Next weekend at 2:00, right?
- Right, so we'll meet on Friday at ten, then, at your office.

⑪接受邀请 accept the invitation

- Sure, no problem.
- Yes, of course.

⑫拒绝邀请 reject the invitation

- I'm afraid I have another appointment then.
- Thank for the invitation, but I'm afraid I won't be in on Friday.

⑬我们会……通知您的。We'll
let you know/call you...

- We'll let you know as soon as possible.
- We'll call you in case of any change.

**没接到会议通知****Not Receiving Any Notice****① 我看不到那张通知, 因为……**

I can't read the notice, because...

- I can't read the notice because he's standing in front of it.
- I can't read the notice because I've just out of office.
- I can't read the notice because I'm on vacation until next Wednesday.

② ……得没得到通知, 会议已经……了... get the message the meeting have been...

- Did you get the message the meeting have been postponed?
- Did she get the message the meeting have been cancelled?
- Did he get the message the meeting have been held?

③ 别忘了通知……参加会议。Don't forget to call... to the meeting.

- Don't forget to call the chairman of the board to the meeting.

- Don't forget to call all of the managers to the meeting.

- Don't forget to call all the salesmen to the meeting.

④ 如果提到的日期是不可能的, 请提出一个替代的…… If the date mentioned isn't possible for you, please suggest an alternative in that...

- If the date mentioned isn't possible for you, please suggest an alternative in that morning.
- If the date mentioned isn't possible for you, please suggest an alternative in that month.
- If the date mentioned isn't possible for you, please suggest an alternative in that week.

⑤ 会议取消或推迟 carry... over/postpone

- We can carry the meeting over to Monday if we need to.
- The meeting's postponed indefinitely.

**会议邀请****Meeting Invitation****① 召开会议 to sit a meeting**

- To meet a meeting.
- To hold a meeting.

② 我们需要为……开个会 We need to sit a meeting for...

- We need to sit a meeting for the next