爱Winner in Career 原代在码場



安排会议会前准备 开会人数 开会要求 宣布开会 主持词 议程安排 会议纪要 继续讨论 打断 邀请发言 投票表决 结束会议 致电找人 请他人转接 电话留言 电话故障 打错电话 电话要求约见电话更改约定 电话道歉 电话祝贺 电话推销

丛书主编◎李 丽 主编◎董洪兰

ENGLISH FOR BUSINESS MEETINGS AND TELEPHONE CONVERSATIONS



大连理工大学出版社

丛书主编◎李 丽 主编◎董洪兰



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很多次逛书店,听见读者向店员询问:有没有专门针对商务会议与电话方面的英语口语书?会议英语与电话英语是年轻一代步入国际化职场必须要掌握的技能,对他们来说是一项最基本的技能,非常重要。另一方面,在我20多年的教学工作中,看到一些通过了大学英语四、六级考试的学生却不能用英语接听电话,对会议英语的了解更是少之又少。对这种现象,我也为他们着急,因此,我花大量的时间与功夫收集整理了这方面的资料,特为急需掌握商务会议和电话英语口语的读者编写了本书。

全书分为两部分: 商务会议英语口语和商务电话英语口语。

商务会议英语口语部分基本按照会议的流程,围绕38个话题给出了一些相关表达的句子,这些句子按入门级和提高级进行了划分,以方便读者循序渐进地学习。每个话题给出若干情景对话,读者可以模仿练习,以达到活学活用的目的。

商务电话英语口语部分被细分为**42**个话题,涵盖商务电话业务的方方面面。同样给出了相关表达的句子与情景对话。另外全书的注释除了对词的意义进行解释外,对一些涉及文化层面的应注意事项也做了解释。

由于编者水平有限,书中疏漏之处在所难免,敬请读者指正。

编者 2011.3



Chapter 1

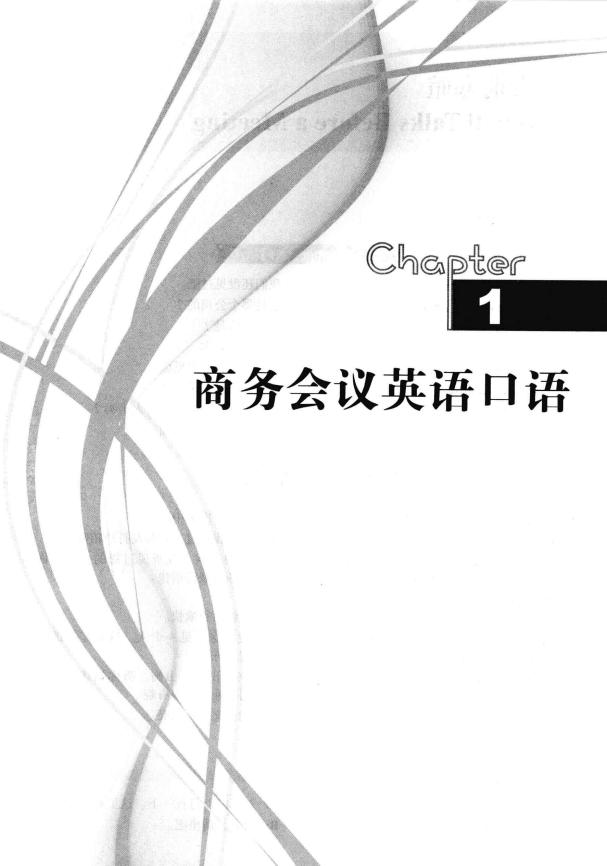
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Appendix



1

会前寒暄

Small Talks Before a Meeting



Beginner 入门

1. I don't think we've met.

2. What company are you from?

3. What's your position there?

4. It's good to meet you.

5. I hope we can meet again.

6. Have you been here long?

7. Excuse me, is anyone sitting here?

8. Perhaps we'll meet again.

我们还没见过吧。

您是哪个公司的?

您的职位是?

很高兴见到你。

希望我们会再次见面。

你到这里很久了吗?

打扰一下, 请问这里有人坐吗?

说不定我们会再见面。

Intermediate 提高

- 9. Is this your first visit to China?
- 10. Excuse me. There's someone I must talk to.
- It's good to meet you. I know your com-pany.
 Your business is expanding very rapidly at the moment.
- 12. I have enjoyed talking to you.
- 13. Let me introduce you to someone. This is Lin Chan, my sales manager.
- 14. Well. it's good to meet you Sam, and very interesting to hear about your business.
- 15. That's a lovely briefcase you are carrying.

这是你第一次来中国吗?

对不起, 我得过去跟朋友打声招呼。

见到您很高兴。我听说过您的公司。你们的业务拓展得很快。

跟你的谈话很愉快。

请让我向您引见一个人。这位是我的销售经理,陈林。

很高兴认识你, 山姆。听你描述关于你 们公司的业务也很有趣。

你拿的公文包真漂亮。



A: Excuse me, is anyone sitting here?

B: No, please have a seat.

A: 对不起, 打扰一下。这里有人坐吗?

B: 没有,请坐吧。

2.

- A: That's better. My feet are killing me!
- B: Have you been here long?
- A: No, but I just arrived by air this morning, and haven't had a chance to sit down since then.
- **B:** Oh, where have you come from?
- A: From Manila.
- **B:** Is this your first visit to Australia?
- A: No, I have been here once before, but it was a long time ago.
- **B:** And have you been here to Sydney before?
- A: No, it's an amazing city.
- B: Yes, it has its point. But you're lucky to live in Manila. It's a fascinating city.
- A: What about yourself? Do you live in Sydney?
- B: No, I live in Melbourne. I'm just here for the conference.
- A: I'm going to Melbourne later. What's the weather like there?
- B: Not too good in winter, but at the moment it should be okay. So, how's your hotel?
- A: It's good. Very convenient—just near the harbor.
- **B:** Have you seen the Opera House yet?
- A: Yes, we flew right over it!
- B: Excuse me, there's someone I must talk to. (stands) It's been very nice to meet you. I'm Walter by the way.
- A: I'm Sue. Perhaps we'll meet later.
- B: I hope so.

- A: 现在感觉好多了, 脚快痛死了!
- B: 你到这里很久了吗?
- A: 没有, 我今天早上才坐飞机过来的, 直到现在我才有机会坐下来。
- B: 噢, 你从哪里过来的?
- A: 马尼拉。
- B: 这是你第一次到澳大利亚吗?
- A: 不是的。我以前来过一次, 但那是很 久以前的事了。
- B: 你以前来过悉尼吗?
- A: 没有, 这是个美丽的城市。
- B: 是的, 它有它漂亮的地方。但你也很 幸运,能够生活在马尼拉,那是个很 棒的城市。
- A: 那你呢?你就住在悉尼吗?
- B: 不是, 我住在墨尔本。我只是到这里 来开会。
- A: 我晚些时候会去墨尔本。那里的天气 怎么样?
- B: 冬天的天气不太好, 但现在应该还好。 你下榻的酒店怎么样?
- A: 挺好的。十分方便。就在海港旁边。
- B: 你参观过悉尼歌剧院了吗?
- A: 看到了, 我们在它上空飞过。
- B: 对不起,我必须跟朋友打个招呼。(站 起来)非常高兴认识你。顺便说一下, 我叫华尔特。
- A: 我叫休。说不定我们会再见面。
- B: 但愿如此。



○→ small talks: 闲谈,闲聊。身处社交场合,在与人交谈的过程中,除了天气这样的 老生常谈以外, F.O.R.M 可以让你的谈话内容变得更加丰富。F.O.R.M 分别代表 着"家庭"(Family)、"职业"(Occupation)、"消遣"(Recreation)和"信息" (Message)——四个社交场合话题英语单词的首字母。



安排会议 Setting up a Meeting



Beginner 入门

- 1. I'm hoping to have a meeting.
- 2. We may probably arrange another meeting.
- 3. I plan to have a meeting this afternoon.
- 4. See if you can arrange a meeting with marketing department this morning.
- 5. When and where do you plan to meet them?
- 6. Try to involve all the participants in the meeting.
- 7. Make sure all the supervisors can attend.
- 8. Make sure everyone in the department can attend.
- 9. When and where is the meeting?

我正打算开个会。

我们或许可以另安排一次会议。

我打算下午开个会。

看看你能不能安排今天上午跟销售部门 开个会。

你计划在什么时间、什么地方见他们?

尽量让所有的与会者都参与到会议中来。

要确定所有的主管都来参加。

要确定本部门的每一个人都来参加。

会议在哪儿、几点开?

Intermediate 提高

- 10. Would it be alright if we change the time of our next meeting?
- 11. I'm trying to arrange a meeting for next week.
- 12. I need to work out a time to get together with you people.
- 13. We could probably get started with a strategy meeting at 8 tomorrow morning.
- 14. I'd like to fix a time to meet next week and hear what you all have to say.
- 15. Let's set the meeting up for 8:00 Monday morning.
- 16. I was hoping that we might get together and talk about them.
- 17. I'd like to set a fixed time for next meeting before we finish today.

我们改一改下次会议的时间你介意吗?

我争取在下周安排一次会议。

我需要找个时间和你们大家碰个头。

我们也许可以明早 8:00 先开一个战略 方针会。

我想定个时间和大伙儿在下周开个会, 听听各位的建议。

咱们就把会议定在星期一上午8:00 吧。

我是想我们可以聚在一起,谈谈他们的情况。

我想在咱们今天散会前定下开下个会的时间。

4此为试读,需要完整PDF请访问: www.ertongbook.

- 18. Why don't we set the meeting for Thursday at 9:00 a.m.
- 19. These losses are serious, we'll have to call a meeting straight away to get to the bottom of it.
- 20. We can carry the meeting over to Tuesday if we need to.

咱们把会议定在星期四上午9:00怎么 样?

损失惨重,我们得马上召开会议查清真 相。

如果有必要,星期二可以继续会议。



I need you to arrange a staff meeting this afternoon. 请你安排今天下午开个员工会议。

- A: I need you to arrange a staff meeting this afternoon.
- **B:** About what time?
- A: Whatever the most convenient time for them.
- B: Do you want to meet in your office or in a conference room?
- A: In my office.
- **B:** Who would you like to be in on the meeting?
- A: Everyone in the department.

- A: 请你安排今天下午开个员工会议。
- B: 大约在什么时候?
- A: 任何他们方便的时间都可以。
- B: 你想在你的办公室开还是在会议室 开?
- A: 在我办公室。
- B: 你希望谁来参加会议?
- A: 本部门的每个人都要来。



I need to work out a time to get together with you. 我需要找个时间和你们大家碰个头。

- A: I need to work out a time to get together with you. Can you all take a look at your schedules?
- B: Thursday mornings are usually the slowest around here. Why don't we set it for Thursday at 9:00 a.m.?
- A: That's out for me. I already have a standard meeting on Thursdays at 8:30 a.m. How about Wednesday afternoon at 3:00?
- B: That's all right for my department. I don't know how the rest of you feel.

- A: 我需要找个时间和你们大家碰个头。 你们能看看你们的时间安排吗?
- B: 星期四上午总是这儿最空闲的时候。 咱们定星期四上午9:00 怎样?
- A: 我不行, 周四上午 8:30 我已有例会。 星期三下午3:00 怎样?
- B: 我们部门没问题, 不知其他人意下如 何?

商务会议与电话 English for Business Meetings and Telephone Conversations



注释

↔ "slow"是 "不紧张,不忙,空闲"的意思。

"That's out for me."是一句很地道的表达方法,"out"表示"完全不合适或不可能",如:That suggestion is absolutely out.(那个建议绝对行不通。)

Preparations for a Meeting



Relative Expressions

Beginner 入门

- 1. You get the computer and projector ready.
- 2. Is the room ready for the meeting, Miss Chen?
- 3. How about the microphone and speakers?
- 4. I've got that presentation put together.
- 5. The equipment is set up for the presentation.
- 6. We need a microphone.
- 7. Is the conference room ready for the meeting?
- 8. Could you book us a conference room?
- 9. Mike is going to attend on my behalf.
- 10. Make sure there are enough chairs, memo pads and pencils before the meeting starts.

你去准备电脑和投影仪。

陈小姐,会议室准备好了吗?

话筒和扩音器都准备就绪了吗?

那个报告我已经准备好了。

这个设备是为了演示会安装的。

我们需要一个麦克风。

会议室准备好了吗?

能帮我们预订一个会议室吗?

马克将代表我参加。

会议开始前要确保备足座椅、便笺和铅 笔。

Intermediate 提高

- 11. Paper and pencils have been laid by their name cards on the conference table for each meeting party.
- 12. Let's meet before next week's meeting. I want to **kick around** some ideas with you.

参会者使用的纸和铅笔都按名片放在会 议桌上了。

咱们下周开会前见一面。我有些想法想 和你交换一下。

- 13. I was hoping you would cover for me at the strategy meeting this afternoon.
- 14. I'll check on the availability of the conference room for that day and if that time slot is open, I'll reserve it.
- 15. I hope that you prepare a short paper for the meeting.
- 16. I hope that you should bring a few transparencies with you.
- 17. I shall be attending the meeting on behalf of the finance director, who is unwell.
- 18. I'll put the minute book, some spare copies of the agenda, and paper and pencils on the table.
- 19. The meeting starts at 10:00. Please make sure you're here in good time so we can get down to business on time.
- 20. I have put the Minute Book and some spare copies of the agenda on the table.

我希望你能替我出席一下今天下午的战 略会议。

我会去查一下那天会议室的使用情况, 如果那个时间档会议室闲着, 我就预订 下来。

我希望你准备一份简短的会议发言稿。 我希望你能带上几份幻灯资料。

我将代表财务主管参加会议,他身体欠 安。

我会把会议纪要簿、备用议程和纸笔放 在桌子上。

会议 10 点钟开始, 请确定你能及时抵达, 以便我们可以准时进入议题。

我已经把记录本和一些备用的议程表放 在会议桌上了。



If that time slot is open, I'll reserve it. 如果那个时间档会议室闲着,我就预订下来。

- A: Would you please check on the availability of the conference room for that day?
- **B:** Ok, if that **time slot** is open, I'll reserve it.
- A: Yes, and don't forget to reserve a projector.
- B: Thank you for reminding me of that. Where do you prefer to meet the guests before the meeting starts?
- A: Let me see, in the next office.

- A: 你能否去查一下那天会议室的使用情 况?
- B: 好的, 如果那个时间档会议室闲着, 我就预订下来。
- A: 好的,同时别忘了预订一个投影仪。
- B: 谢谢你提醒我。会议开始前在哪里迎 接客人?
- A: 我想一下, 在隔壁办公室。



- → projector: 投影仪,放映机。
- → kick around: 意思是"非正式讨论"。
- → time slot: 时段, 档期。



Would you cover for me at the marketing strategy meeting? 你能否替我出席营销策略会议?

A: May I ask a great favor of you?

B: What's it?

A: I was hoping you would cover for me at the A: 我希望你能替我出席一下今天下午的 marketing strategy meeting this afternoon.

B: No can do. I'm swamped.

A: 你能帮我个大忙吗?

B: 什么忙?

战略会议。

B: 不行, 我忙死了。



→ cover 在这里是"替补"的意思,如: I'll cover for Jane while she's on holiday. (简 休假时我替补她工作。)

其他表示"代为,替补"参加会议的说法有:

Jeff is going to attend on my behalf. 杰夫将代表我参加。

Jeff is going to attend in place of me. 杰夫将代表我参加。

Jeff is going to attend for me. 杰夫将代表我参加。

Jeff is going to fill in for me. 杰夫将代表我参加。

- "No can do"与"no way"是用样的意思,表示"没有办法,不行",较口语化,通 常用在熟识的人与同事朋友之间。对客户或上司会改成较有礼貌的说法,如:I'm sorry, I can't.
- ○→ swamp: 使陷入沼泽,这里引申为"使陷入困境,使忙得不可开交",如: His secretary was swamped with work. (他秘书的工作多得难以招架。)



开会人数

Number of Attendees



elative Expressions

Beginner

1. Do we have everybody?

大家都到齐了吗?

- Everyone has to be at the meeting on time. 2.
- Does everybody need to be there? 3.
- 4. Hilary and Jason are on vacation this week.
- It would be best if everybody could be there. 5.
- Since the majority of the required numbers is present, I declare the meeting open.

每个人都必须准时赴会。

每个人都必须到吗?

希拉里和贾森这星期在休假。

最好每个人都到会。

由于达到了会议的法定人数, 我宣布会 议开始。

Intermediate

- 7. Not many shareholders attended the meetingonly twelve in all.
- 8. I have received apologies from Roy and Joanna for absence. They are both in London on business.
- 9. Only about ten people turned up at the shareholders' meeting, although thirty or so had been expected.
- 10. The executive committee meeting was postponed yesterday for lack of a quorum.
- 11. The executive committee meeting was postponed for lack of a quorum yesterday.
- 12. I'm afraid Susan can't be with us today. She is on business in Paris now.
- 13. Unfortunately, Bob will not be with us today because he...
- 14. I have received apologies for absence from Henry, who is running a high fever.

参加会议的股东并不多——总计只有 12 名。

罗伊和乔安娜已向我致歉不能出席会议。 他们都到伦敦出差去了。

虽然预计会有30人出席股东会,但是只 有大约10个人出席。

昨天不够法定最少人数,执行委员会会 议被取消了。

参加会议的法定人数不够, 执行委员会 会议昨天被推迟。

恐怕苏珊不能和我们一起开会, 她现在 在巴黎出差。

不巧的是鲍勃不能和我们一起开会因 为……

亨利为不能来参会而道歉,他发高烧了。



We can't ensure a quorum will be present. 我们不能保证法定人数出席会议。

- A: I want to call a special board meeting to discuss this issue. Please book a conference room as soon as possible.
- B: I'm sorry that I can't do it.

- A: 我想召开一次特别董事会议来讨论这 个问题。请尽快预订会议室。
- B: 很抱歉, 我不能这么做。

A: What's the matter?

B: According to the regulation, a three-day prior notice is required before a board meeting.

A: But there's no time. We should phone the members immediately.

B: I'm afraid that we can't ensure a **quorum** will be present.

A: 怎么了?

B: 根据规定,董事会议须在三天前通知。

A: 但是没时间了。我们应该马上给成员 打电话。

B: 恐怕我们不能保证法定人数出席会议。



注释

- → "a special board meeting"为 "特别董事会议"。还有些会议如: an all-hands meeting(全体会议) an impromptu meeting(临时会议) a last-minute meeting(紧急会议)
- ○→ "quorum"指"法定人数",即董事会会议由董事长召集主持,出席董事会会议的法定人数为全体董事的 2/3,不足法定人数的,其通过的决议无效。

5

开会要求

Meeting Requirements



Relative Expressions

Beginner 入门

- 1. We will ask the speakers to come up and take their seats here.
- 2. There will be no cell phones for this meeting. Please turn off your phones now.
- 3. We need to start the meeting on time. Please come in five minutes early.

我们要求演讲者到前面来,坐到这些座 位上。

这个会不允许接电话,请现在就关掉手机。

我们得准时开会,请提前五分钟到。

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