

会议英语 一日通

赠180分钟
超值CD

纵横商场·从会议开始!

上台汇报、谈判斗智、沟通协调

机智应对的全胜法宝

让会议使命如愿完成!

Thomas R. Pellegrine 著

杜方琪 译



科学出版社
www.sciencep.com

会议英语

一日通

Meeting

Thomas R. Pellegrine 著
杜方琪 译

科学出版社

北京

授权图字: 01-2004-6730

本书原出版者爱迪生国际文化事业股份有限公司, 经授权由科学出版社在中国大陆地区独家出版发行。

图书在版编目 (CIP) 数据

会议英语一日通/ (美) 佩莱格里尼 (Pellegrine, T.R.) 著.
—北京: 科学出版社, 2005
ISBN 7-03-014857-6
I. 会… II. 佩… III. 英语—口语 IV. H319.9
中国版本图书馆 CIP 数据核字 (2005) 第 001522 号

责任编辑: 胡升华 郝建华
责任印制: 钱玉芬 / 封面设计: 张 放

科学出版社 出版

北京东黄城根北街16号

邮政编码: 100717

<http://www.sciencep.com>

丽源印刷厂 印刷

科学出版社发行 各地新华书店经销

*

2005 年 1 月第 一 版 开本: A5 (890 × 1240)

2005 年 1 月第一次印刷 印张: 6 7/8

印数: 1—6 000 字数: 211 000

定价: 22.00 元 (含 1CD)

(如有印装质量问题, 我社负责调换(环伟))



从会议英语出发·自信掌握商场局势!

商场局势诡谲多变，如何在瞬息万变的环境中找到立足点，谈成好生意，会说流利的英语及熟悉会议程序、掌握准确发言，都是成功的关键。尤其在正式场合中，与重要人士开会，如何遣词用句，畅快表达，则更显重要。本书让您能用地道的英语进行洽谈，首次应对便给对方留下专业的印象，并将为自己及所属公司谋取更多福利，顺利达成商谈业务。

资深作家托玛斯先生，积累了在美国多年的商场实战经验，写出了《会议英语一日通》这一内容扎实的著作。本书让所有内行人看出门道，提升了人们英语会议应对的能力；让初级者能在作者循循善诱及精心设计的内容中快速理解对话的模式，并用最准确、熟悉的方式应答，不论是日常的会谈场合，还是内部高级会议的程序，您都能借着托玛斯的引导，轻松开启英语会议的成功之门。

书中内容深入浅出，每一页、每一句都是专业人士的经验结晶。在每个单元的开始都有中文及英文的“背景介绍”，完全以临场实务为原则。此外还搭配精质CD，收录“背景介绍”与“实况会话”，让您临场会话一气呵成，而“背景介绍”则如同听故事一般，搭配着宜人的轻音乐，让您轻松学习，快速进阶。

本书学习重点

- 一、**For Your Information 背景介绍**：融会作者十年商场经验，为读者做详尽的国际会议大剖析！

- 二、**Dialog 范例对话**：为了方便读者的全面吸收，本书特别地将主要单词用粗斜体标出，方便您记忆。同样地，为了体贴生活中分秒必争的读者们，对话部分也附上了一针见血的中文译解，以便快速促进您对会议用语、常见问答的熟悉程度。
- 三、**Tips 高效能会议讲座**：会议流程大解析，根据对话使用时机与实际临场状况，进行最原汁原味的英语说明，除了为读者补充应对常识，还做出最具效率的重点提示！
- 四、**Vocabulary 重要词汇**：上百个最符合会议情境的单词，是您参与会议时最不可或缺的关键词汇，除了补充单词，还搭配几个常用短语，会议英语大补贴绝对不能错过！

有别于一般市面上的英语书籍，本书在词汇、对话及贴切的中译之外，还加上作者凭借实际经验谈的“背景介绍”及拆招解招的“高效能会议讲座”。读者只要融会贯通，即能悠游于国际会场应对之中，从容谈出新商机，探访新世界！

英语的表达方式丰富且多元，这正是这种语言充满趣味的地方。借由本书，相信您增加的不只是实用的词汇，更可以让您流畅谈话，轻松融入英语世界的交际圈。

不论是会议法则、会议流程、主持、简报、提案事宜等等，《会议英语一日通》让您放眼国际，掌握全球趋势，轻松驾御商务英语。

编者 谨识



前言 从会议英语出发·自信掌握商场局势!...i

CHAPTER 1	Robert's Rules of Order 罗伯特议事法则.....	1
--------------	---	---

CHAPTER 2	Meeting Notice 会议通知.....	17
--------------	-----------------------------	----

CHAPTER 3	Agenda 会议议程.....	35
--------------	---------------------	----

CHAPTER 4	Call to Order 会议开始.....	49
--------------	----------------------------	----

CHAPTER 5	Attendance Establishment of a Quorum 法定出席人数.....	59
--------------	---	----

CHAPTER 6	Approving the Minutes of the Last Meeting 核准上次会议记录.....	73
--------------	---	----

CHAPTER 7	Officers' Reports 相关人员报告.....	89
--------------	----------------------------------	----



CHAPTER 8	Unfinished Business 未决议事项.....	105
CHAPTER 9	New Business 临时动议.....	117
CHAPTER 10	Guests, and Taking Business out of Order 客座与议程更动.....	131
CHAPTER 11	Executive Session When and How to Use it 内部高级会议.....	147
CHAPTER 12	Next Meeting and Adjournment 下次会议与休会.....	161
CHAPTER 13	An orderly, Well Run Meeting 高效能会议.....	173
CHAPTER 14	Handling Motions and Points of Order 处理动议及程序问题.....	197

Robert's Rules of Order

罗伯特议事法则





Disk 4-1

For Your Information

背景介绍

The establishment of Briton's Parliament is a milestone in Western social development. It is the model upon which all modern democracies are based, and it proves that without a strictly **enforced** system of behavior governing its members, our statesmen sound and act like children, except their jobs are far more important, and they get less done.

英国国会制度的建立是西方社会发展的里程碑。它是现代民主依循的模型,同时也证明它没有一个严厉的强制的行为规范来统治议员,政客们除了职责远比一般人的重要,常会无理取闹,不能好好克尽职守。

Establishing a Parliament was the last thing the members of that first governing body set out to do. From the initial stages, things went rapidly down hill. When members were in session, they would shout over the speaker so they could be heard, and when they had the floor, the opposition would also shout to be heard. They would break up into small groups, and spent the day arguing amongst themselves, or **boasting** about their intelligence. It was complete chaos, and nothing was accomplished.

第一个政体的成员们，刚开始根本不会想到要着手建立国会制度。在草创阶段，每件事情都乱糟糟的。成员们开会时，会对发言人大吼，因为这样才会让人知道他们在说话，当他们取得发言权后，反对的那一方也会大吼回去，好让别人可以听到他们的心声。所有人会分散成小团体，整天都在吵来吵去的，或说自己有多聪明。那时候完全是一片混乱，任何事也不能达成协议。

Something had to be done to end the **bickering**, which would enable business to proceed. The **framework** *Robert's Rules of Order*, was **devised** to address the lack of formal structure within Parliament. Its **implementation** allowed Parliament to function smoothly. Its claim to fame is simple: it works. Mr. Robert wrote the basic system, but since then, it has been constantly refined. Copies of *Robert's Rules of Order* are available in any good bookstore. Copies sell well, especially after they're revised which happens on a regular basis — about every three or four years.

惟有结束这场口角之争，才能让事情进行下去。《罗伯特议事法则》最初的雏形来自于想要借此点出国会缺乏正式运作结构的混乱局面。落实此规范能使国会顺利地运作。它一炮而红的原因很简单：这个东西真的有用。罗伯特先生一开始只写了一个基本架构，但从此之后，其所涵盖的领域被不断地改良。你在任何书店都可以找到《罗伯特议事法则》这本书。其固定时间（约每发行3~4年时）的内容增修版，都还很畅销的。



At least one state in America, Hawaii, requires that all condominium Board of directors meetings and association meetings be run according to the most recent edition. Either as published, or modified to suit special circumstances, many other well-known governing bodies have adopted *Robert's Rules* as their guiding document.

美国至少有一州一定会需要这本书，那就是夏威夷。在那里，所有国家的董事会议和社团会议都依据其最新版来进行。其他很多著名的公家机构不管是发行新的会议文件，还是依特殊状况修定议程，都会参考《罗伯特议事法则》。

Many organizations run their meetings strictly by the book from beginning to end without **variation**. Others use a more informal approach and rely on *Robert's Rules* in difficult situations. The truth is, no matter how friendly a group is, from time to time topics will come up that cause disagreement. This is when things get interesting. It is these times that *Robert's Rules* are beneficial.

很多机构是从头到尾，一板一眼地依书中内容进行会议。有些则是采用较非正式的方式，只在比较难以议决的情况下，才依赖《罗伯特议事法则》。事实是，不管一个团体原本相处多么融洽，总会遇到意见不合的时候。而遇到争议时，《罗伯特议事法则》就相当有益。

If you want to learn about *Robert's Rules*, I suggest you pick up a copy. It's an easy read, and you should be able to finish it in a day or two at the most. This book deals with the practical application of the rules, and the effect they have on discussions. Although, informal meetings rarely rely on *Robert's Rules*, the following dialogs demonstrate how helpful *Robert's Rules* can be.

如果你想了解《罗伯特议事法则》，我建议你直接去找一本来看看。它简单易读，应该在一两天内就可以读完。内容说明如何在会议中应用这些准则，也会告诉你这些准则可以带来什么样的改变。虽然非正式的会议，可能不一定会常用到《罗伯特议事法则》，但从以下的对话中你会发现《罗伯特议事法则》还很有帮助的。

Dialog 1



Disk 1-2

In the following dialog, things are informal and friendly. In this case, there is no need to use *Robert's Rules*. Meetings consist of **motions** being made, discussed and voted on. In this example, John is the Chairperson and the other characters are members of the Board.

以下的对话是一个非正式且气氛和谐的范例。这个例子中，无需用到《罗伯特议事法则》。会议程序包含制定动议、讨论和表决。范例中，约翰是主席，其他人是董事会的成员。



Jane

We need to do something about the way the office staff is dressing for work.

我们应该来讨论一下员工上班时的穿着。

Lisa

I agree. The employees are beginning to look very unprofessional.

我同意。我认为员工们看起来愈来愈不专业了。

John

What do you suggest?

你有什么建议?

Jane

I think a dress code might be a good idea.

我认为要有服装规定。

Harry

I disagree. How the staff dresses is up to them. I don't think we should **interfere**.

我不同意。员工要怎么穿是他们的自由,我认为我们不可以干涉他们。

John

Okay Jane, this is your idea. Why do you think we need to do this?

珍,既然你提出这个想法,请你说说为什么要这样做吗?

Jane

Well, on several occasions now I've brought in potential clients for the cook's tour and had negative reactions from them about the way Lita dresses.

呃,有时候我带潜在客户来公司实地考察时,丽塔

的服装会给他们留下负面的印象。

John

Really? Like what?

真的吗? 比如说?

Jane

Well, one time a woman asked me if allowing informal working attire like a tube top and shorts slowed things down, and she was looking at Lita.

呃,有位女士曾问我是否允许上班时穿紧身衣、短裤这类影响工作效率的服装,那时她正打量着丽塔。

John

I see what you mean. Do you have some standards ready for us to look at?

我懂你的意思了,那你有备案可以让大家一起研究吗?

Jane

No, not yet. I wanted to see if anyone was interested first. 还没,我想先知道是否有人也关心这件事情。

John

Well, let's see. Do we all agree Jane should draw up some standards for us to discuss at the next meeting? 好,咱们来看看。大家都赞成珍在下次会议时,拟出一些服装规定来讨论吗?

Okay, Jane, that looks like a yes. Would you put something together for us in time for the next meeting? 珍,看起来大家都同意。那么你愿意在下次会议时为大家提供一些相关资料吗?



Dialog 2

 Disk 1-3

I have seen meetings run as informally as the above example. Everybody was friendly, and members went out of their way to be polite to each other. Only one person spoke at a time, and no one interrupted anyone else. The same cast of characters is used below. Only this time, Harry isn't quite so polite.

我看过像上述这样非正式的会议，每个人都很友善，也很有礼貌地彼此对话。一次只有一个人发言，且没有人打岔。以下我们用同样的角色来设计情景；只是这一次，哈利就没那么有礼貌了。

8

Jane

We need to do something about the way the office staff is dressing for work. I think a dress code might be a good idea.

我们应该来讨论一下员工上班时的穿着，我认为要依规定来穿着比较好。

Lisa

I agree. The employees are beginning to look very unprofessional.

我同意。我认为员工们看起来愈来愈不专业了。

Harry

I don't. How the staff dresses is up to them. I don't think we should interfere.

我不同意。员工要怎么穿是他们的自由，我认为我们不可以干涉他们。

John

Okay, Jane. This is your idea. Why do you think we need to do this?

珍，这是你的建议。你为什么觉得有这个必要？

Jane

Well, on several occasions now I've brought in potential clients for the cook's tour and got negative reactions about the way Lita dresses.

呃，有时候我带潜在客户来公司实地考察时，丽塔的服装会给他们留下负面的印象。

Harry

We've always had a very relaxed friendly **atmosphere** here and our production is first rate. If it ain't broke, don't fix it.

这里的工作气氛一直都是很轻松和谐的，我认为我们的产品是一流的。如果没什么问题，就不需要定死规则。

Jane

But it is broke if potential clients go across the street because we don't look professional.

如果潜在客户因为我们看起来不专业，因而另寻其它厂商，这样就成了问题了。

Harry

I don't see how we can know for sure that's happened. I think we can't determine if what you said happened.



Jane

Maybe not, but we don't know it hasn't happened either.
也许不能。但是我们怎么知道那没有影响?

Harry

You're just jealous of Lita's figure, and you're a control **freak**. You love the idea of telling people what to wear.

我看你是嫉妒丽塔身材好，你啊，是个支配狂，连别人的穿着都想管。

Jane

That's absolutely not true, and you know it. You just love ogling Lita.

你少睁眼说瞎话！我看你才被丽塔迷得团团转呢！

John

Hey, hey, that's enough of that. The both of you should calm down.

嘿！够了。你们两个都冷静一下。

Jane

Not unless he takes that last crack back.
除非他把那句话收回。

Harry

That ain't going to happen.
不可能。

John

Quiet down, the both of you. Let's stick to business.
你们两个安静下来，咱们继续讨论正事。

Jane

This is business, John. If you were more of a leader,