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开会演讲 说英语范例大全

EFFECTIVE

Meeting

Carol Rueckert 顾艺龙◎编著
梁建伟 王延◎译

CONVERSATIONS AND
PRESENTATIONS

让你满怀信心

丰富的口语范例，引导听众的语言技巧，图表数据等特殊表达

Part 1 会议现场 涵盖会议中的各个环节的英语表达

Part 2 演讲现场 涵盖各种演讲类型中的语言表达

Part 3 会议英语实用句型 全面总结发言技巧及相关句型

Part 4 演讲英语实用句型 全面总结演讲技巧及相关句型

Part 5 运用图表的实用句型 全面总结幻灯讲解的相关句型

Part 6 有用的语法技巧 数据分析和情态动词等语法要点

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包含所有情景对话的美音朗读

外文出版社
FOREIGN LANGUAGES PRESS

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Part 1

Meeting Conversations

会 议 现 场



1. Small Talk Before a Meeting

会前寒暄 (讨论工作环境)

Brian: Hi there, my name is Brian. What's your name?

Diane: I'm Diane. I just started working here a few days ago.

Brian: I didn't think I'd seen you before. Where were you before you started this job?

Diane: I was at Morgan and Fanley's, just down the road from here.

Brian: Really? There are quite a few people here who used to¹ work there. What did you think about² working there?

Diane: Well, to be honest³, I really liked it. The pay and benefits package⁴ was really good.

Brian: May I ask why you left then?

Diane: It was the management⁵, I guess. They brought in⁶ so many rules that I started to feel like I was going to prison rather than going to work!

Brian: I see. I think a few other people mentioned⁷ that about the place.

布莱恩: 你好, 我叫布莱恩, 你呢?

黛安: 我叫黛安。我几天前才刚开始在这儿工作。

布莱恩: 我说我以前怎么没见过你呢。那你之前在哪里工作?

黛安: 我在摩根范蕾工作, 从这儿沿着路走到头就是。

布莱恩: 真的吗? 这里有不少人曾在那儿工作过。你在那儿工作感觉怎么样?

黛安: 嗯, 说实话, 我很喜欢在那里工作。那里的薪水和福利很好。

布莱恩: 那能告诉我你为什么离开那家公司吗?

黛安: 我想是因为管理部门的原因吧。他们制定了诸多管理条例, 我觉得自己是进监狱而不是去工作。

布莱恩: 明白了。我想其他一些人也提到过这一点。



SMALL TALK BEFORE A MEETING

Diane: Probably.

Brian: So, what do you think about this place?

Diane: Well, there's a lot more freedom here to do what you want, which I obviously like quite a lot.

Brian: Yes, I like that, too.

Diane: There are quite a few meetings though. Do they ever start on time⁸?

Brian: (laughs) Well, no, not really. It's a good opportunity⁹ for people to get to know one another¹⁰ though!

Diane: How do you get all your work done¹¹, though, if you're always sitting in a meeting¹²?

Brian: When you're new, you'll probably attend¹³ every meeting that you're invited¹⁴ to. Once you're here for a while¹⁵, though, you'll probably start prioritizing¹⁶ things so that you only go to the meetings that require¹⁷ you to be there.

Diane: That makes sense¹⁸. Well, it looks like the meeting is about to start. I suppose¹⁹ we should go and sit down now.

Brian: I suppose so. It was nice chatting to you.

Diane: Likewise²⁰. See you later!

黛安: 或许吧。

布莱恩: 那么, 你觉得现在的工作如何?

黛安: 嗯, 这里有更多的自由做自己想做的事情, 这一点我非常喜欢。

布莱恩: 不错, 我也喜欢那一点。

黛安: 但是这里要开很多会, 每次都能准时开始吗?

布莱恩: (哈哈大笑) 嗯, 不, 不怎么准时。但开会是个让大家相互认识的好机会啊!

黛安: 可如果你们总是开会, 怎么能做完所有的工作呢?

布莱恩: 刚来时, 你或许得参加所有被邀请的会议。但是过些时候, 你可能就开始有轻重缓急的安排了, 那时只需参加一些必须出席的会议就可以了。

黛安: 说的很有道理。嗯, 好像会议要开始了, 我想我们得过去坐下了。

布莱恩: 我也这么想。很高兴和你聊天。

黛安: 我也是, 待会儿再见!



会议英文好用句

初级表达

① I just started working here a few days ago.	我几天前才刚开始在这儿工作。
② I didn't think I'd seen you before.	我说我以前怎么没见过你呢。
③ What did you think about working there?	你在那儿工作感觉怎么样?
④ The pay and benefits package was really good.	那里的薪水和福利很好。
⑤ Do they ever start on time?	每次都能准时开始吗?
⑥ It was nice chatting to you.	很高兴和你聊天。

中级表达

⑦ I was at Morgan and Fanley's, just down the road from here.	我在摩根范蕾工作，从这儿沿着路走到头就是。
⑧ There are quite a few people here who used to work there.	这里有不少人曾在那儿工作过。
⑨ I think a few other people mentioned that about the place.	我想其他一些人也提到过这一点。
⑩ When you're new, you'll probably attend every meeting that you're invited to.	刚来时，你或许得参加所有被邀请的会议。
⑪ Well, it looks like the meeting is about to start.	嗯，好像会议要开始了。
⑫ I suppose we should go and sit down now.	我想我们得过去坐下了。

高级表达

13	They brought in so many rules that I started to feel like I was going to prison rather than going to work!	他们制定了诸多管理条例，我觉得自己是进监狱而不是去工作。
14	Well, there's a lot more freedom here to do what you want, which I obviously like quite a lot.	嗯，这里有更多的自由做自己想做的事情，这一点我非常喜欢。
15	It's a good opportunity for people to get to know one another though!	但开会是个让大家相互认识的好机会啊！
16	How do you get all your work done, though, if you're always sitting in a meeting?	可如果你们总是开会，怎么能做完所有的工作呢？
17	Once you're here for a while, though, you'll probably start prioritizing things so that you only go to the meetings that require you to be there.	但是过些时候，你可能就开始有轻重缓急的安排了，那时只需参加一些必须出席的会议就可以了。

词汇表

1 used to 曾经（常常）	11 get all your work done 完成你的全部工作
2 think about 思考，考虑	12 sit in a meeting 参加会议
3 to be honest 说实话	13 attend v. 参加，出席（会议等）
4 benefits package 福利套餐	14 invite v. 邀请
5 management n. 管理部门，管理层	15 for a while 一会儿，暂时
6 bring in 提出（新法案）	16 prioritize v. 把…区分优先次序
7 mention v. 提及	17 require v. 要求，命令
8 on time 准时	18 make sense 言之有理
9 opportunity n. 机会，机遇	19 suppose v. 猜想，料想
10 one another 相互	20 likewise adv. 同样地，也

2.Starting a Meeting

会议开始 (讨论销售计划)

Allen: Well, I think it's time to start the meeting now. Beth, do you know if anyone else is planning on attending¹?

Beth: Well, we had three more RSVPs², but I think we should start without them.

Allen: Before we start, I wonder if we should just give them a call³ to see if they have forgotten about this meeting?

Beth: I've already done that. I left a message⁴ on their office phones and told them where the meeting is taking place.

Allen: Excellent, thanks, Beth.

Beth: That's not a problem.

Allen: Ok, well let's get started⁵ then. Beth, could you distribute⁶ the agenda⁷ to everyone, please?

Beth: Sure. I have more than enough copies for everyone. Here you go.

Allen: Thanks. So, as you can all see, we have quite a lot to get through⁸ today. Beth, do you want to go through the main points⁹?

艾伦: 嗯, 我觉得到开始会议的时间了。贝斯, 你知道还有其他人打算出席会议吗?

贝斯: 嗯, 还有三个接到邀请的人没来, 但我想我们应该先开始, 不用等他们。

艾伦: 开始之前, 我想是不是打电话问一下他们是不是忘记了这次会议?

贝斯: 我已经打过了。我给他们的办公电话留了言告诉了他们会议的地点。

艾伦: 很好, 谢谢你, 贝斯!

贝斯: 不客气!

艾伦: 好的, 我们开始吧。贝斯, 请你把会议议程发给大家好吗?

贝斯: 当然可以。我手上的备份足够给每人一份的。给你。

艾伦: 谢谢。大家都看到了, 我们今天有很多议程要完成。贝斯, 你来简单介绍一下要点好吗?



STARTING A MEETING

Beth: Of course. As you can see on your hand-out¹⁰, we've got five main agenda points. The first is a summary¹¹ of our marketing plans for the upcoming year¹². The second is a summary of our research plans and resourcing¹³ needs for those. The third is an overview¹⁴ of our sales targets¹⁵ for the upcoming year. The fourth is a look at our new digital strategy and the final point on our agenda is a short presentation¹⁶ on our new website which is due to launch¹⁷ next month.

Allen: Thanks, Beth. Does anyone have anything else to add to the agenda?

Beth: I think we should include a Q and A¹⁸ session at the end.

Allen: Good idea. Well, if there's nothing else to add to the agenda, then I think we'll get started with the first point. I think if we allow approximately¹⁹ 20 minutes for each of you to present your marketing plans, that should be about right.

贝斯: 当然。大家能够在发的材料上看到, 我们有五项主要议程。第一项是下一年的销售计划概要。第二项是我们的调研计划和所需资源概要。第三项是下一年的销售目标概览。第四项是我们的数字化策略调查。最后一项议程是简短介绍一下下月要开通的网站。

艾伦: 谢谢贝斯。大家对议程有要补充的吗?

贝斯: 我想我们应该在最后加一个问答部分。

艾伦: 好主意! 嗯, 如果没有其它要补充的内容, 那我想我们就从第一项开始吧。我想我们给每位同事大约20分钟的时间陈述自己的销售计划, 应该差不多。



STARTING A MEETING

会议英文好用句



初级表达



1 Well let's get started then.

好的, 我们开始吧。

2	We had three more RSVPs.	还有三个接到邀请的人没来。
3	I think we should start without them.	我想我们应该先开始，不用等他们。
4	Well, I think it's time to start the meeting now.	嗯，我觉得到开始会议的时间了。
5	Do you know if anyone else is planning on attending?	你知道还有其他人打算出席会议吗？
6	I have more than enough copies for everyone.	我手上的备份足够给每人一份的。

中级表达



7	Do you want to go through the main points?	你来简单介绍一下要点好吗？
8	Could you distribute the agenda to everyone, please?	请你把会议议程发给大家好吗？
9	So, as you can all see, we have quite a lot to get through today.	大家都看到了，我们今天有很多议程要完成。
10	As you can see on your handout, we've got five main agenda points.	大家能够在发的材料上看到，我们有五项主要议程。
11	Does anyone have anything else to add to the agenda?	对于现有的议程大家有要补充的吗？
12	I think we should include a Q and A session at the end.	我想我们应该在最后加一个问答部分。

高级表达

13	If there's nothing else to add to the agenda, then I think we'll get started with the first point.	如果没有其它要补充的内容,我们就从第一项开始吧。
14	I left a message on their office phones and told them where the meeting is taking place.	我给他们的办公电话留了言告诉了他们会议的地点。
15	The first is a summary of our marketing plans for the upcoming year.	第一项是下一年的销售计划概要。
16	The final point on our agenda is a short presentation on our new website which is due to launch next month.	最后一项议程是简短介绍一下下月要开通的网站。
17	Before we start, I wonder if we should just give them a call to see if they have forgotten about this meeting?	开始之前,我想是不是打电话问一下他们是不是忘记了这次会议?
18	I think if we allow approximately 20 minutes for each of you to present your marketing plans, that should be about right.	我想我们给每位同事大约20分钟的时间陈述自己的销售计划,应该差不多。

词汇表

1 be planning on attending

本该来的

2 RSVP 对请柬的答复

3 give sb a call 打电话

4 left a message 留言

5 get started 开始

6 distribute v. 分发

7 agenda n. 议程

8 get through 进行

9 main point 要点

10 handout n. 材料

11 summary n. 概要

12 upcoming year 下一年

13 resourcing n. 资源

14 overview n. 简短介绍

15 sales target 销售目标

16 presentation n. 陈述

17 launch v. 开通

18 Q and A 问答部分

19 approximately adv. 大约

3. Introducing New Members of a Team

介绍团队新成员 (讨论管理层级)

David: The next point on the agenda¹ is the new members of the team. Eve, do you want to go through² that?

Eve: Sure, David. Well, as you may have noticed³, we've got a few new faces in our department.

David: A few? I'd say that's the understatement⁴ of the year!

Eve: Ok, well, more than just a few. We've recently hired⁵ another five staff members for our team.

David: That must be a record⁶! Who is the first person you hired?

Eve: The first person we hired was Martin. He's working as a marketing executive⁷.

David: And who is he reporting to⁸?

Eve: He's reporting to David, the campaign⁹ manager.

David: Did you hire any other marketing ex-

大卫: 议程的下一项是团队的新成员。伊芙, 你来好吗?

伊芙: 当然, 大卫。大家可能已经注意到了, 我们部门增加了几个新面孔。

大卫: 几个? 我得说这是本年度最保守的说法了。

伊芙: 好吧, 嗯, 不止几个。我们团队最近聘用了另外5个员工。

大卫: 那简直创纪录了! 谁是你第一个聘用的?

伊芙: 我们第一个聘用的是马丁。他是营销主管。

大卫: 他的上级是谁?

伊芙: 他的上级是大卫, 运营经理。

大卫: 你聘用其他营销总监了吗?



INTRODUCING NEW MEMBERS OF A TEAM

ecutives?

Eve: Why¹⁰, yes, we have. Her name is Caroline.

David: And who is her line manager?

Eve: That would be Nicola.

David: That's great. Nicola could really use some more help.

Eve: That's right. She's been really over-worked¹¹ lately.

David: Any other executives?

Eve: No, but we have hired two marketing assistants¹²: Jane and Anne.

David: I've seen these two around, but I'm not sure which one is which.

Eve: Well, Jane is the one who sits to the right of Maureen. Anne is the one who sits just outside my office.

David: So, will Anne be reporting to you?

Eve: No, they will both report directly to Maureen.

David: I see. And who is the final new recruit¹³?

Eve: That would be Keith. He's been hired as my personal¹⁴ assistant.

伊美: 嗯, 是的, 我们聘用了。她叫卡罗琳。

大卫: 她的直接上级经理是谁?

伊美: 应该是尼古拉。

大卫: 不错。尼古拉确实需要更多帮助。

伊美: 是的。她最近真的非常劳累。

大卫: 还有其他主管吗?

伊美: 没有了, 不过我们还聘用了两个营销助理: 简和安妮。

大卫: 我见过这两个人了, 但还分不清谁是哪一个?

伊美: 坐在莫林右侧的是简。安妮就坐在我的办公室外面。

大卫: 安妮是你的直接下属吗?

伊美: 不是, 他们两个是莫林的直接下属。

大卫: 我知道了。谁是最后一个新员工?

伊美: 是基思。他被聘用为我的个人助理。

