

Teach You to Speak Meeting English

赖世雄 著

教你说 会议英语



真实会议情景模拟，涵盖会议流程的各类用语、高频对话、实用例句，保证你在“会议战场”上自信表达、大方应对，从容制胜。



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Teach You to Speak
**Meeting
English**

赖世雄 著

①教②你③说

会议英语

泉州师范学院内部使用



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教你说 会议英语 序

职场是个非常有竞争力的地方。想要在这个全球化的职场中生存需要许多技能。其中一项技能无疑就是英语能力。拥有较好的英语能力便可以和外国客户进行有效的沟通，进而为公司以及自己带来成功。而开会则是职场上不可或缺的沟通方式。想要在会议中应对自如，为己方争取优势，便必须对相关的英语措辞有所了解，但往往许多人因为不了解相关措辞，会出现听不懂或是开不了口的尴尬局面，因此本着服务广大读者的心态，以最严谨的态度编写了此书。本书每单元设计一种常见会议情境，配有实用例句、情境对话、单词用法解密、短语用法解密、惯用语面面观、也可以这样说、实用补给站及小试身手八大版块，目的就是为了让读者能轻松掌握会议用语，在开会过程中能清楚表达己方立场、有效沟通、化解双方分歧、进而达到双赢的局面。

本书特色

本书依据在职场会议上的需求，针对常见情境进行编写。本书共16个单元，每个单元都是会议必备主题：“在会议上发表意见”“同意”“意见不同”“提出建议”“接受或拒绝建议”“阐明所说的话”“明确前句的意思”“保持不离题”“主持会议”“决策及总结”“讨论库存的会议”“解决问题的会议”“销售与营销会议”“推出新产品”“质量管理议题的会议”“罗伯特议事规则”。

本书八大结构

实用例句

整理该主题情境高频例句，让你轻松掌握会议实用句正确说法。

情境对话

依主要情境编写示范对话，让读者熟悉会议主题常见对话。

单词用法解密

列出易混淆单词并详细解析，让你用词更精准。

短语用法解密

列出易混淆短语并详细解析，让你一眼看透其内在区别。

惯用语面面观

列出国外人士惯用语并详加解释，让你与西方文化没有隔阂。

也可以这样说

让你轻松掌握会议用语的不同说法。

实用补给站

是对本单元知识的额外补充，有助你了解该主题的诀窍，进而掌握会议重点。

小试身手

根据该主题设计改正题及重组题等，让你活学活用。

Preface

No matter if you are a regular, frontline worker or in upper management, one thing is for certain: at some point in your career, you'll be required to take part in meetings. At times, your participation will be more than just that of an attendee. You may be required to make a presentation on last quarter's sales performance, for example, or you might have to give your input on a project in the form of an opinion or recommendation. At those potentially nerve-racking times, especially, knowing how to present your ideas smoothly in English is crucial. In addition to allowing you to avoid embarrassment and misunderstanding, good knowledge of business English related to meetings can definitely help you make a good impression on your superiors. Obviously, the more positive impressions you make, the better for your career and the greater the possibility of advancement.

In this book, you'll find numerous practical phrases to deal with most situations that you will likely have to deal with during a meeting conducted in English. For example, in Unit 6, there are expressions that can be used to clarify what you have said or to ask others for clarification on what they have said. To give other illustrations, Unit 8 is designed to give you the English tools to assist you in keeping a meeting on track, while Unit 12 centers on problem-solving. People who need to attend international conferences as delegates or go to official board meetings will find Unit 16 especially useful. Unit 16 provides many specific key expressions and detailed explanations related to the complicated but very commonly used set of rules known as Robert's Rules of Order.

Design of the Book

The units (with the exception of Unit 16, which has a slightly different format) feature numerous formal and informal sentences and phrases related to a particular aspect of taking part in a meeting. These sentences and phrases are accompanied by sample sentences to better help you understand how to use them. In addition, there are dialogues that incorporate the key vocabulary being taught in the units. Another element of each unit is a reading that provides further vocabulary and tips on how to improve your meeting skills in some way. Finally, exercises at the end of the units help learners retain the information they have already studied.

The writers and editors of *Teach You to Speak Meetings English* are confident that by studying the units in this book and referring to them often, you can master the skills you need to effectively participate in meetings that are conducted in English. In doing so, you will not only be helping your communicative skills but aiding your chances for advancement in your career, particularly in an organization that knows the value of good English proficiency. Best of luck!

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Unit 1

Expressing Opinions in Meetings 在会议上发表意见



单元目标

- ✓ “发表意见”实用句
- ✓ 实战对话
- ✓ “发表意见”用语替换及用词剖析
- ✓ 如何有效表达的技巧

You're in a meeting, and the manager asks you to give your opinion. You get nervous, freeze up and mumble a few words. If this sounds familiar, part of the problem is most likely that you have difficulty arranging your ideas in English. In other words, you don't really know how to begin. This unit provides you with many useful expressions you can use to organize and present your opinions.

你正在开会，经理要你发表意见。你变得很紧张、整个人呆在那里，然后咕哝了几句话。如果这听起来很熟悉，部分问题最有可能是你在英语表达上的思维方式有困难。换句话说，你并不是真的知道要怎么开头。本单元提供了许多实用的表达方式，让你用来组织语言并陈述你的意见。

Giving Opinions 发表意见

01-01

Formal (正式)

1. My opinion is that...

My opinion is that we should relocate our head office to Mexico.

我的看法是……

我的看法是我们应该把总部迁到墨西哥。

2. It seems to me that... / My thoughts are that...

My thoughts are that we may need to lay off some staff members.

对我来说似乎…… /

我的想法是……

我的想法是，我们可能需要裁减一些员工。

3. As far as I'm concerned,... / In my view,...

As far as I'm concerned, customer satisfaction should be our top priority.

就我而言，…… /

在我看来，……

就我而言，客户满意应该是我们的首要任务。

4. I look at it like this:...

I look at it like this: if we don't take the opportunity now, we may not have another chance.

我对这件事的看法是：……

我对这件事的看法是：如果我们不抓住这次的机会，可能就不会有另一个机会了。

Informal (非正式)

1. If you ask me,... / It looks to me like...

If you ask me, it's a problem that will do harm to our staff morale.

如果你问我，…… / 这件事在我看来像……

如果你问我，这是个会损害我们员工士气的问题。

* morale [mə'reɪl] *n.* 士气

2. If you want to know what I think,... / Here's what I think:...

Here is what I think: this is all a waste of time.

如果你想知道我怎么想的，…… / 我是这么想的：……

我是这么想的：这都是在浪费时间。

3. As I see it,... / Here's how I look at it:...

As I see it, this is the perfect opportunity to test the waters for expanding into Europe.

在我看来，…… / 这是我看待这件事的方式：……

在我看来，这是我们为扩大业务至欧洲测试市场的绝佳机会。

* test the waters 测试市场（字面意思为“试水”）

Asking for Opinions 要求给予意见

Formal (正式)

01-01

1. What are your thoughts on...?

What are your thoughts on the merger?

你对……有什么看法?

你对于这次的合并案有什么看法?

2. Let me ask you something:...?

Let me ask you something: Do you think we're ready for such an increase in production?

让我问你一件事:……?

让我问你一件事: 你认为在提高产量上做好准备了吗?

3. I'm interested to hear...

I'm interested to hear what you think about the new CEO.

我很想听听……

我很想听听你对新任CEO有什么看法。

4. Let's have your input on it.

Tony, you've now read the report, so let's have your input on it.

让我们来听听你对此事的建议。

托尼, 你已经看过了这份报告, 所以我们来听听你对这件事的建议。

*input [ˈɪn.pʊt] *n.* 投入资源 (指时间、知识、思想等)

Informal (非正式)

1. What do you think about...?

What do you think about offering drop shipping?

你认为……如何?

你认为工厂直接送货怎么样?

*drop shipping 制造商不通过中间环节直接发送货物给零售商

2. How do you feel about...?

How do you feel about opening a branch office in Hong Kong?

你对于……的看法是什么?

你对于在香港开分公司的看法是什么?

3. Can I pick your brains about...?

Can I pick your brains about the expansion proposition?

关于……我可以请教你的意见吗?

关于扩展业务我可以向你请教意见吗?

*pick sb's brains 讨教, 请教

4. Tell us your thoughts on...

Tell us your thoughts on the disappointing sales figures.

跟我们谈谈你对……的看法吧。

针对这些令人失望的销售数字, 你跟我们谈谈你的看法吧。



Dialogue 情境对话 1

01-02

Simon, Jason, and Jennifer are having a meeting about a project **proposal**¹.

西蒙、杰森和詹妮弗正在针对项目提案开会讨论。

S = Simon, J1 = Jason, J2 = Jennifer



S: So, you've all had a chance to **look over**² the proposal. What are your thoughts on this?

西蒙: 那么, 各位都已经仔细看过这份提案了。针对此案各位有什么看法?



J1: Well, it seems to me that this project is too much of a challenge for us. I strongly believe that we could be **biting off more than we can chew** if we **take on** this project.

杰森: 这个嘛, 在我看来这个项目对我们来说是个很大的挑战。我强烈认为如果我们接下这个项目, 我们可能是自不量力。



S: Thanks for your **input**³, Jason. Jennifer?

西蒙: 感谢你的意见, 杰森。詹妮弗, 那你的看法呢?



J2: Well, as far as I'm concerned, the **major**⁴ issue is the **budget**. I'm not sure we have the **funding**⁵ available for such a large **campaign**⁶.

詹妮弗: 这个嘛, 就我而言, 主要的问题还是在预算上。我不确定我们有足够的资金开展这么大型的活动。



S: I believe the board has promised the funding as long as we can **guarantee**⁷ a big enough **return**⁸. Here's how I look at it: It's a big challenge, sure. However, in my view, we must step outside our comfort zone to stay ahead of the **competition**⁹. I'm absolutely **convinced**¹⁰ we should **approve** this.

西蒙: 我想董事会已承诺给予资金, 但前提是我们要能保证有足够的收益。在我看来, 这无疑是一项很大的挑战。然而, 依我之见, 我们必须踏出自己的舒适地带, 才能领先竞争对手。我绝对认为我们该批准此案。

Vocabulary 实用单词短语

1. **proposal** [prə'pɒzəl] *n.* 提案; 建议
submit / consider / accept / reject a proposal

提交 / 审议 / 接受 / 拒绝某建议

2. **look over...** 仔细检视……

例: We looked over the sedan again before we decided to rent it.

(我们再次仔细检查过那辆轿车才决定要租车。)

3. **input** ['ɪnput] *n.* 提供的信息 (与介词 into 连用)

例: Your input into the project has proven to be very helpful to us.

(你对这个项目提供的信息已证实对我们很有帮助。)

4. **major** ['medʒə] *a.* 主要的
minor ['maɪnə] *a.* 次要的, 不重要的

5. **funding** ['fʌndɪŋ] *n.* 资金 (不可数)

funds [fʌndz] *n.* 资金 (常用复数)

例: We are trying to raise funds for a new laboratory.

(我们正在努力募集资金建立新的实验室。)

6. **campaign** [kæm'peɪn] *n.* 活动 (尤指宣传或竞选活动)

launch an ad campaign

发起广告宣传活动

例: We launched an ad campaign to promote our new product.

(我们发起广告宣传活动以促销本公司的新产品。)

7. **guarantee** [ˌɡærən'ti] *vt.* 保证

8. **return** [rɪ'tɜːn] *n.* 收益

a high rate of return on capital
资本的高回报率

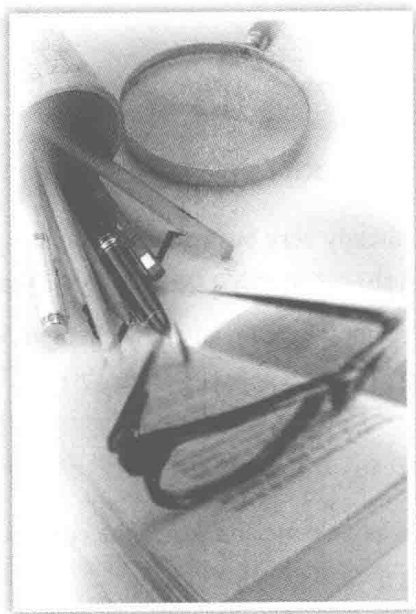
9. **competition** [ˌkæmpə'tɪʃən] *n.*

竞争对手 (本文即此意); 竞争

10. **convinced** [kən'vɪnst] *a.* 深信的

例: I'm convinced that Kevin is innocent.

= I'm convinced of Kevin's innocence.
(我深信凯文是无辜的。)



单词用法解密

budget [ˈbʌdʒɪt] *n.* 预算

within / over budget

预算内 / 超过预算

The project was completed on time and within budget.

这个项目准时完工且没超过预算。

a tight budget

吃紧的预算

We decorated the house on a tight budget.

我们以吃紧的预算装饰了房子。

approve [əˈpruːv]

作及物动词时，表“批准”。

The committee unanimously approved the plan.

委员会一致批准该计划。

*unanimously [juˈnænəməsli] *adv.*

全体一致地

approve of

作不及物动词时，表“同意”，之后须与介词 of 连用才能接宾语。

Do you approve of my idea?

你同意我的看法吗？

短语用法解密

take on sth / sb 承担（责任）

I'm already very busy at the moment, so I can't take on any extra work.

我目前已经很忙了，所以我无法再承担任何额外的工作。

We're not taking on any new client at present.

我们目前不会再接任何新客户了。

take on sth 呈现（某外表特征）

The chameleon can take on the colors of its background.

变色龙会呈现背景的颜色。

*chameleon [kəˈmiljən] *n.* 变色龙

惯用语面面观

➤ **bite off more than one can chew** 贪多嚼不烂，自不量力

bite 表“咬”；chew 表“嚼”。此惯用语字面上的意思是“咬下比所能嚼碎的东西还多”，引申为“贪多嚼不烂，自不量力”的意思。

The key to success lies in not biting off more than you can chew.

成功的秘诀在于不要自不量力。

也可以这样说

➤ 在会议上若要表达“你对于扩展到中国的看法是什么？”时，你可以这样说：

What are your thoughts on expanding into China?

= What is your take on expanding into China?

= What is your opinion on expanding into China?

= What is your perspective on expanding into China?

= What is your point of view on expanding into China?

= What is your standpoint on expanding into China?

= What is your viewpoint on expanding into China?

➤ 要表示“走出舒适地带”，可以说：**step outside your comfort zone** 或 **push / test / stretch yourself to the limit**。

Stepping outside our comfort zone and trying new things can be a great experience.

走出舒适地带去学习新的事物，那会是很棒的经历。

➤ 要表示“就……而言”，可以说：**as far as...is concerned**、**in terms of...**、**as for...**。

Jane's doing fine as far as English is concerned. It's her math I'm worried about.

就英语而言，简表现得还不错。真正让我担心的是她的数学。

➤ 要表示“我们须尽一切努力领先竞争对手”时，你可以这样说：

We have to do our best to stay ahead of the competition.

= We have to do our best to stay one step ahead of the competition.



Dialogue 情境对话2



01-03



Simon, Jason and Jennifer **move on to**¹ the next topic for discussion: which country in Europe should the campaign be launched in.

西蒙、杰森和詹妮弗继续讨论下一个议题：他们应该在欧洲哪个国家发起广告宣传活动。

S = Simon, J1 = Jason, J2 = Jennifer



S: So, our research shows that Europe is the best place to launch the campaign. However, we still need to decide the **exact**² location. Well?

西蒙: 那么, 我们的研究显示欧洲是发起广告活动最理想的地点。然而, 我们还是需要决定确切的地点。你们觉得呢?



J1: How do you both feel about Germany? It **looks like** an **untapped**³ market.

杰森: 你们两位觉得德国怎样? 那儿看起来像是未开发的市場。



J2: If you ask me, I think we'd **be better off** starting the campaign in a country where we already have a strong sales history. My opinion is that we should **strengthen**⁴ our position in the UK first.

詹妮弗: 如果你要问我的意见, 我想我们在本公司过去具有优良销售历史的国家发起广告活动会比较合适。我的看法是, 我们应该先巩固本公司在英国的地位。



S: Here's what I think: Germany certainly **looks** attractive, but perhaps we would see a more **rapid**⁵ return by **expanding** an **existing**⁶ market, such as the UK.

西蒙: 以下是我的看法: 德国看起来当然颇具吸引力, 但通过扩大像英国这样既有的市场也许能让本公司更快受益。



J2: Right. As I see it, if opening an office in the UK **pays off** as much as the **projections**⁷ suggest, then we would be in a much better financial **position**⁸ to move into the German market.

詹妮弗: 没错。我认为, 如果在英国设立办事处能如预测所示, 那么我们将在更好的财务状况下打入德国市场。

Vocabulary 实用单词短语

1. **move on to...** 继续讨论……

例: Let's move on to our next item on the agenda.

(我们继续讨论议程上的下一项议题。)

2. **exact** [ɪɡˈzækt] *a.* 精确的
to be exact 精确地说(此为副词短语)

例: Tom is in his twenties — 22, to be exact.

(汤姆二十几岁。精确地说是22岁。)

3. **untapped** [ʌnˈtæpt] *a.* 未开发的
tap [tæp] *vt.* 利用, 开发(已有的资源、知识等)4. **strengthen** [ˈstreŋθən] *vt. & vi.* 加强
例: These exercises are designed to strengthen your back muscles.

(这些运动是为增强你的背部肌肉而设计的。)

The m'r's position has strengthened over the past two years.
(经理的地位在过去两年来已有所增强。)

5. **rapid** [ˈræpid] *a.* 快速的
例: The flu is spreading around the kindergarten at a rapid rate.

(流感正在那所幼儿园快速扩散。)

6. **existing** [ɪɡˈzɪstɪŋ] *a.* 现有的7. **projection** [prəˈdʒekʃən] *n.* 预测; 推断

project [prəˈdʒekt] *vt.* 预测

例: The company failed to achieve last

year's sales projections by thirty percent.

(该公司未能达到去年预期的销售目标, 差距达30%。)

The unemployment rate has been projected to fall.

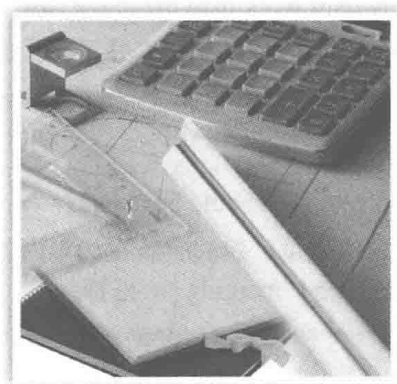
(据预测失业率将下降。)

8. **position** [pəˈzɪʃən] *n.* 财务状况; 立场

例: What would you do in my position?
(你站在我的立场会怎么办?)

I'm afraid I'm not in a position to tell you what to do.

(恐怕我没有立场告诉你要怎么做。)



单词用法解密

look、sound、smell、taste、feel 等感官动词，使用时之后须置形容词作补语；若要接名词，该感官动词之后须先置介词 like，再接该名词作 like 的宾语。

look 看起来

look like 看起来像

Germany certainly looks attractive, but perhaps we would...

德国看起来当然颇具吸引力，但我们可能会……

...and it looks like an untapped market.

……看起来像是未开发的市场。

expand [ɪk'spænd] *vt. & vi.* 扩张（业务）

expansion [ɪk'spænjən] *n.* 扩张

expand into...

（业务）扩大至……

We expanded our business by setting up two branch offices in Japan.

我们在日本成立两家分公司以扩大业务规模。

Despite the recession, the company is confident of further expansion.

尽管经济不景气，该公司还是很有信心进一步扩大业务。

短语用法解密

pay off 成功；奏效

All my hard work paid off in the end, and I finally passed the exam.

我的一切努力到最后都奏效了，我最终通过了那次考试。

pay sth off 偿还（金钱）

At this rate, we should be able to pay off the mortgage within ten years.

按照这个速度，我们应该在10年内就能还清房贷。

* mortgage [ˈmɔːɡɪdʒ] *n.* 抵押借款（本词中 t 不发音）