

略颂 编著

背88个短语掌握 会议英语

随身装小教材

商务英语系列

给繁忙的商务人士随身携带
背88个高频短语，让会议英语超自信



随书附送光盘

★ 对于大部分中国人来说，用英文进行会议交流是一项挑战。虽然学习英语多年，但常会出现听不清、说不出、不知如何处理矛盾、无法控制会议局面等问题。其实会议英语有许多高频短语，只要背诵这些短语，英语的使用技巧就会增强。

★ 本书设计轻便小巧，便于随身携带，供商务人士忙里偷闲翻阅。内容包括六个部分：组织会议、在开会前、主持会议、参加会议、会议谈判和结束会议。



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前 言

对于大部分中国人来说，用英文开会是一个挑战。虽然学习英语多年，但常会出现听不清、说不出、不知如何处理矛盾、无法控制会议局面等问题。

一位朋友曾对我讲述了自己尴尬的经历。有一个讨论技术标准的电话会议非常重要，他特地带了一位在美国工作多年的“英语保镖”。由于外方的语速很快，他只能从个别听懂的单词中推测对方想讲什么，根本无法及时做出反应，更不必说发表自己的意见了。有时别人点名问他，要听他的看法，他就硬着头皮说，对不起，请等一等，让“英语保镖”赶紧翻译一下，再回答。他说那种感觉就像聋子一样，离了助听器就什么都听不见了。讨论关键问题时，他也是有心无力，不能据理力争，只好生硬地表明态度，甚至在会议结束之前，连句道别的话都没有说。

或许您也有似曾相识的经历，正苦于寻找一本好书，借以提高自己的英语技能，摆脱目前的尴尬境遇。《背 88 个短语掌握会议英语》恰好是为您量身定做的。本书提炼出组织会议、在开会前、主持会议、参加会议、会议谈判和结束会议中出现频率最高的句子，只要背诵这些短语，就能立竿见影地提高驾驭会议英语的水平。

《背 88 个短语掌握会议英语》是“随身装小教材”系

列图书之一。本套图书内容翔实，轻便小巧，便于携带，既可供商务人士、外事工作者、科技人员忙里偷闲翻阅，也可让读者尽情享受随时随地学习英语的乐趣。

编者

2008年4月于北京

使用说明

为了让读者最大限度地节约时间，提高学习效率，我们对本书进行了整体设计。

本书轻便小巧，便于携带，符合现代人快节奏的生活方式，让读者随时随地享受学习英语的乐趣。

全书分六部分，每一部分相互独立。读者不必依次阅读，可以直接跳到最感兴趣的部分阅读。

每个部分的结构如下：



表示“欢迎您”；图标下的内容是读者进入学习的热身练习。



表示“请注意”；图标下的内容是常用语境和重点背诵短句。



表示“一点亮”；图标下的内容是表达某一语境所必备的知识，以及更多的常用短语，供读者举一反三。



• 1 • 2 • 3 • 4 • 5 • 6 • 7 为了提供更多记忆短语的机会，我们在每页下设计了一个小练习。根据科学记忆法中反复加深原则，我们建议读者在不同时间分别将该练习做7次，每次练习后在相应的数字上划勾。

此外，我们在每部分结束之前还配有自测题和答案，供读者检测学习结果。

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I look forward to seeing you all again soon.

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1. 组织会议



Mei: Could we schedule a time to meet next week?
We need to finalize the next product launch.

Yan: OK. How about Monday at ten?

Mei: I'm afraid I have another appointment at that
time. How about Friday at two?

Yan: Sure, no problem. OK, I'll get the team together
for two.

Mei: Thanks. I'll send a quick E-mail to let you know
where we're meeting and give you an outline of
what I'd like to discuss. See you on Friday then.

从上面对话中找出以下句子:

1. 我们下周能安排一个时间开会吗?
2. 周一上午十点怎样?
3. 我恐怕(不行), 那个时间我另有约会。
4. 周五见。

会议邀请

Could we schedule a time to meet next week?

我们下周能安排一个时间开会吗？



会议邀请通常有两种形式：电话邀请和 E-mail 邀请。在打电话之前最好写一个便条，用英语注明会议时间、地点和议题等重要内容。电话寒暄之后就可以切入正题：Could we schedule a time to meet next week? 其他常用会议邀请短句如下所示：

Could I suggest that we meet?

我建议咱们开一个会怎样？

Do you have time to meet next week?

下周你有时间开一个会吗？

Can we meet and go over this together?

我们能开一个会共同讨论这个（问题）吗？



• 1 • 2 • 3 • 4 • 5 • 6 • 7

将下列单词或短语按正确的顺序排列成一个句子。

we / next week / could / to / a / time / meet / schedule / ?

could

会议邀请

I'd like to hold a meeting in the first week of May at our headquarters in Beijing.

我将于五月的第一个星期在我们公司总部北京召开一个会议。



召开公司内部小组会通常采用 E-mail 邀请形式。写 E-mail 时一定要在主题行注明会议的重要信息，例如：Sales Meeting Beijing May。邮件寒暄之后要点明开会的理由，例如：We need to discuss our budget for the project. 然后提出开会的建议：I'd like to hold a meeting in the first week of May at our headquarters in Beijing. 其他常用会议邀请短句如下所示：

I'd like to schedule a meeting as soon as possible.

我希望尽快安排一次会议。



• 1 • 2 • 3 • 4 • 5 • 6 • 7

将下列单词或短语填入句子。

like to, May, Beijing, a meeting

I'd _____ hold _____ in the first week of _____
at our headquarters in _____.