



教你说 会议英语

Everything You Need to Know about English for Meetings

赖世雄 著

囊括会议流程的各类用语，帮你缔造完美职业形象，在会议上说得比外国同事更专业。真实情境会议模拟，保证你在会议的无烟战场自信表达、大方应对、从容制胜。

16 类 常见情境

32 篇 高频对话

40 个 短语用法解密

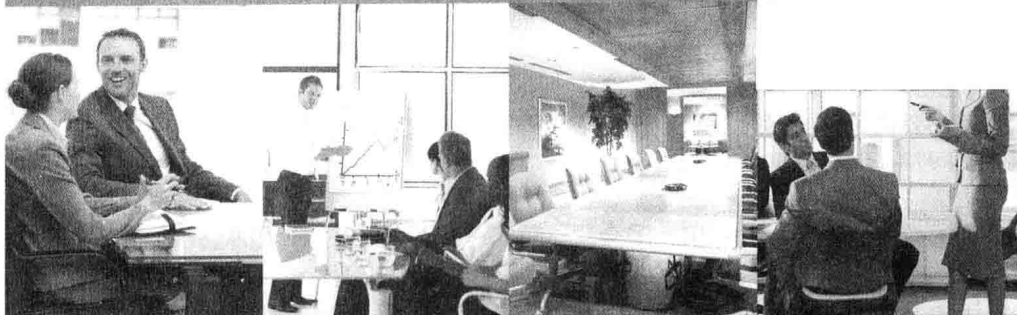
53 个 地道常用语

56 个 单词用法解密

241 句 会议用语换句话说

254 句 会议实用例句

常春藤 赖世雄英语
www.ivyenglish.com.cn
随时上网·随时学英语



教你说 会议英语

Everything You Need to Know about English for Meetings

赖世雄 著

 外文出版社
FOREIGN LANGUAGES PRESS

图书在版编目 (CIP) 数据

教你说会议英语 / 赖世雄著. —北京: 外文出版社, 2013
ISBN 978-7-119-08604-0

I. ①教… II. ①赖… III. ①会议—英语—口语 IV. ①H319.9

中国版本图书馆 CIP 数据核字 (2013) 第 260147 号

选题策划: 叶 俭
特约编辑: 贾志敏
装帧设计: 王 丹
责任编辑: 李春英
印刷监制: 冯 浩

教你说会议英语

作 者: 赖世雄

出版发行: 外文出版社有限责任公司

地 址: 北京市西城区百万庄大街 24 号

网 址: <http://www.flp.com.cn>

电 话: 008610-68320579 (总编室)

008610-68995852 (发行部)

制 版: 北京天和锐创通县出片部

印 制: 北京欣睿虹彩印刷有限公司

经 销: 新华书店 / 外文书店

开 本: 710 mm×1020 mm 1/16

印 张: 17

版 次: 2014 年 1 月第 1 版第 1 次印刷

书 号: ISBN 978-7-119-08604-0

定 价: 36.00 元 (平装)

邮政编码: 100037

电子邮箱: flp@cipg.org.cn

008610-68995964/68995883 (编辑部)

008610-68996183 (投稿电话)

字 数: 300 千字

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。拥有好的英语能力便可以 and 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，便会出现听不懂对方或是开不了口的尴尬局面，因此我社本着服务广大读者的心态，以最严谨的态度编写此书。设计16类常见情境、32篇高频对话、40个短语用法解密、53个地道惯用语、56个单词用法解密、241句会议用语换句话说话、254句会议实用例句，目的就是要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、进而缔造双赢的局面。

本书特色

本书依据国人在职场会议上的需求，针对常见情境进行编撰。本书共16个单元，每个单元都是会议必备主题：“在会议上表达意见”、“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”、“销售与行销会议”、“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。



也可以这样说

让你轻松掌握会议用语的不同说法。



情境对话

依主要情境发展范例对话，让读者熟悉会议主题常见对话。



实用补给站

补充该单元所应具备的知识，有助你熟悉该主题的诀窍，进而掌握会议局势。



单词用法解密

列出易混淆字并详细解析，让你用字更精准。



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。



短语用法解密

列出易混淆短语并详细解析，让你活化对话内容。



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。

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 *Everything You Need to Know about English for Meetings* 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!

Contents 目录

UNIT 01

Expressing Opinions in Meetings 在会议上表达意见 1

UNIT 02

Agreeing 同意 17

UNIT 03

Disagreeing 意见不同 33

UNIT 04

Making Suggestions 提出建议 49

UNIT 05

Accepting or Rejecting Suggestions 接受或拒绝建议 65

UNIT 06

Clarifying What Was Said 阐明所说的话 81

UNIT 07

Clarifying What Was Meant 明确前句的意思 97

UNIT 08

Keeping on Track 保持不离题 113

UNIT 09

Chairing a Meeting 主持会议 129

UNIT 10

Making Decisions & Finishing Up 决策及总结 145

UNIT 11

Meetings to Discuss Inventory 讨论库存的会议 161

UNIT 12

Problem-Solving Meetings 解决问题的会议 177

UNIT 13

Sales & Marketing Meetings 销售与行销会议 193

UNIT 14

Launching a New Product 推出新产品 209

UNIT 15

Meetings on Quality Control (QC) Issues 质量管理议题的会议 225

UNIT 16

Robert's Rules of Order 罗伯特议事规则 241



小试身手解答 259



单元目标

- ✓ “表达意见”实用句
- ✓ 实战对话
- ✓ 表达意见用语代换及用词剖析
- ✓ 如何有效表达的技巧



Expressing Opinions in Meetings

在会议上表达意见



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.

你人正在开会，经理要你表达意见。你变得很紧张、整个人呆在那里，接着咕哝了几句话。如果这听起来很熟悉，部分的问题最有可能是你在用英语安排思绪上遇上了困难。换句话说，你并不是真的知道要怎么开头。本单元提供你许多实用的表达方式，让你能用来组织并呈现你的意见。

常春藤



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.

这件事我的看法是：……

这件事我的看法是：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……
我很想听听你对于新任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, 你看过了这份报告, 所以咱们来听听你对这事上的建议。
* input ['ɪnpʊt] *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?
你对于提供工厂直接送货有什么意见?
* 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……的看法为何?
你对于在香港开分公司的看法为何?

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

Can I pick your brains about the expansion proposition?

- ▶ 我可以针对……请教你的意见吗?
关于业务扩张的提议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.

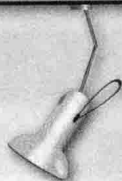
- ▶ 跟我们谈谈你对……的看法吧。
针对这些令人失望的销售数字, 你跟我们谈谈你的看法吧。



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专案提案开会讨论。

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, 各位都有机会审视过这份提案了。针对此案各位的看法为何?



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, 在我看来这个案子对我们来说是项很大的挑战。我强烈认为如果我们接下这份专案, 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。



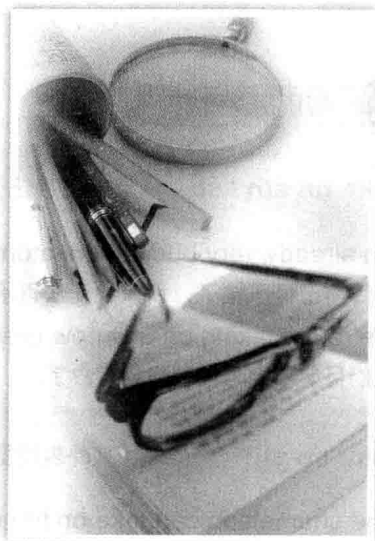
S: I believe the board has promised the funding as long as we can **guarantee**⁷ a big enough **return**⁸. Here's how I look at it: It's a big challenge, sure. However, in my view, we must step outside our comfort zone to stay ahead of the **competition**⁹. I'm absolutely **convinced**¹⁰ we should **approve** 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
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.
(我们又仔细检视过那辆轿车一次才决定要租车。)
3. **input** [ˈɪnˌpʊt] *n.* 提供的资讯意见
(与介词 into 并用)
例: Your input into the project has proven to be very helpful to us.
(你对这个专案提供的意见已证实对我们很有帮助。)
4. **major** [ˈmeɪdʒə] *a.* 主要的
minor [ˈmaɪnə] *a.* 次要的, 不重要的
5. **funding** [ˈfʌndɪŋ] *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.
(我们正在试着募款建立新的实验室。)
6. **campaign** [kæmˈpeɪn] *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公司的新产品。)
7. **guarantee** [ˌɡærənˈti] *vt.* 保证
8. **return** [rɪˈtɜːn] *n.* 收益
a high rate of return on capital
资本的高回报率
9. **competition** [ˌkæmpəˈtɪʃən] *n.* 竞争对手 (本文即此意); 竞争
10. **convinced** [kənˈvɪnst] *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 ['bʌdʒɪt] *n.* 预算

within / over budget 预算内 / 超过预算

The project was completed on time and within budget.

这项专案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潢了房子。

approve [ə'pru:v]

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** [ju'nænəməsɪ] *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* 并用，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** [kə'miljən] *n.* 变色龙



惯用语面面观

① **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

① 在会议上若要表达“你对于扩展到中国的看法为何？”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?

② 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，那会是很棒的经验。

③ 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.

就英文而言简表现得还不错。真正让我担心的是她的数学。

④ 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.

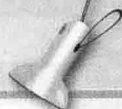
= We have to do our best to stay one step ahead of the competition.



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、杰森和詹妮弗继续该项讨论的下一个主题：他们应该在欧洲哪一国发起广告宣传活动。

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场。



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更好。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，但借由扩张像英国这样既有的市场也许能让本公司更快收益。



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，如果在英国开设办事处能如预测所示，那么我们的财务状况将更有利于打入德国市场。



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.

(咱们继续讨论议程上的下一项议题。)

2. **exact** [ɪgˈzækt] *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.

(这些运动设计来增强你的背部肌肉。)

The manager'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** [ˈræpɪd] *a.* 快速的

例: The flu is spreading around the kindergarten at a rapid rate.

(流感正快速在那所幼儿园散播。)

6. **existing** [ɪgˈzɪstɪŋ] *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.

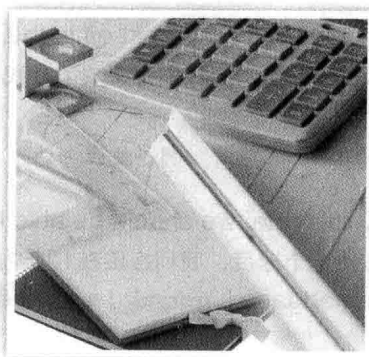
(据预测失业率将下降。)

8. **position** [pəˈzɪʃən] *n.* 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该怎么做。)





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

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

德国看起来当然颇具吸引力，但……

look like 看起来像

...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)
expand into... (业务) 扩张至……

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事业规模。

expansion [ɪk'spænjən] *n.* 扩张

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张业务。



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 [ˈmɔːrɪdʒ] *n.* 抵押借款(本词中 t 不发音)