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Shall we begin, ladies and gentlemen? I believe you 've all had a chance to read the minutes of our last meeting. Shall we accept them as written? I make a motion to accept them. I second the motion. All in favour? We have a very full program ahead of us for the next two days. I believe you all have a copy of agenda as copies of the various sectional and divisional reports. These reports will give us the substances for our company 's annual report. With your agreement, I propose to take each in turn starting with the Securities Department. Now, it 's the Research and Development Department. Since all the departments have made their reports, let 's discuss them and make a decision. If there 's no objections, Mr. Hilton will proceed to outline the campaign. I 'd like to make a suggestion. May I suggest that we proceed in order and take a look at the proposed campaign?女士们，先生们，现在开会。我想您们大家都看过了上次会议的记录。能否通过会议记录？我提议通过。我附议。都赞成吗？以后两天的日程都排得满满的。我想各位都拿到了一份日程表和各部门的报告。这些文件我们提供了公司年终报告的材料。如果大家同意的话，我提议一个部门接一个部门作报告，先从证券部开始。接下来是研究开发部。各部门都做了报告，下面我们来进行讨论，然后做决定。如果大家没有异议的话，希尔顿先生接着概括地介绍广告活动的宣传计划。我想提一个建议。我提议是否可以按议事日程的先后顺序来办，先探讨一下有关宣传的方案

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