

HoldingaMeeting开会-1 PDF转换可能丢失图片或格式，建议
阅读原文

https://www.100test.com/kao_ti2020/129/2021_2022_HoldingaMe_c92_129807.htm When will the meeting be held? Where shall the meeting be held? Who will be invited to attend the meeting? Who will be the host of the meeting? The board of directors will be held twice a year. The 4th World Conference on Women was held in September 1995 in Beijing, China. About there thousand women representatives from nearly 150countries and zones attended the meeting. The host country has already spent two years preparing the meeting. The representatives will be arranged in 5 hotels. To prepare this international meeting, we need another two million dollars. Foods have been prepared according to the different habits of representatives. Who ' ll be the highest-ranking official attending the meeting? The preparation committee, in the charge of Prof. Smith, will see to everything concerning the meeting. The meeting will last for 4 days. May I know many of you are attending the meeting? Please let us know as soon as possible whether your president would like to attend the meeting. We need the exact number of the attendants as soon as possible. Have all the materials been prepared ready? We ' ve arranged for the representatives to visit one of our day care center. I ' m glad to inform you everything has been worked out to your satisfaction. We ' ll inform you of any changes in the program so that you can readjust your activities in time. We haven ' t planned anything for the last two days in case you come up with some suggestions. The Meeting Announcement will be posted

to every committee member.会议什么时候举行？会议在哪儿召开？与会者是些什么人？会议主办单位是谁？董事会一年开两次。第四届世界妇女大会已于1995年9月在中国北京举行。来自世界约150个国家的和地区的大约3000名妇女代表将出席会议。主办国已花了两年时间筹备会议。代表们将分住在5家旅馆。筹备这次国际会议，我们还需要200万美元的经费。已根据代表们不同的习惯准备好了食物。参加这次会议的最高政府官员是谁？由史密斯教授负责的筹备委员会负责有关会务工作。会期4天。请问您们有多少人参加会议？请尽快告诉我们，您们的校长愿不愿意出席我们的招待会。我们需尽快知道与会人员的准确数字。所有的材料都准备好了吗？我们已为代表们安排好参观我们的一个日托中心。我很高兴通知您，一切都按您们的要求安排妥当。我们会把计划中的任何改动通知您们，以便您们能及时协调有关活动。最后两天我们没安排活动，以便您们提出具体要求时好安排。会议通知将寄到每位委员手中。100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com