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[https://www.100test.com/kao\\_ti2020/166/2021\\_2022\\_\\_E5\\_90\\_91\\_E8\\_80\\_81\\_E6\\_9D\\_BF\\_E5\\_c92\\_166001.htm](https://www.100test.com/kao_ti2020/166/2021_2022__E5_90_91_E8_80_81_E6_9D_BF_E5_c92_166001.htm) MR. RAMIREZ :

Come in , Arnold. Have a seat.ARNOLD : Good morning.MR.

RAMIREZ : Would you like something to drink ? ARNOLD :

No , thank you. I just had two cups of coffee at my desk.MR.

RAMIREZ : So , youre a serious coffee drinker.ARNOLD : Yes , it keeps me going. Sometimes I think Im addicted.MR.

RAMIREZ : Well , coffee isnt such a bad thing.Everyone has to have something.For me , its cigars. Are you a cigar smoker

? ARNOLD : No , Ive tried them. But I ' m not really a

smoker.MR. RAMIREZ : Well , what would you like to talk to me about ? ARNOLD : I wanted to set up this meeting with you to

discuss a little proposal.MR. RAMIREZ : Im glad when people

have new ideas around here. Tell me about it.ARNOLD : It is about the staff meetings.You know how we have a staff meeting every

Tuesday.MR. RAMIREZ : Yes.ARNOLD : Well , I have been thinking about it.And I believe we could do things more efficiently

here.MR. RAMIREZ : What do you suggest ? ARNOLD : The way it is now , the staff from all four branches get together once a

week.We meet for one hour. But I think a lot of time is wasted in transportation.MR. RAMIREZ : You mean because people have to

go across town to get here.ARNOLD : Yes. Some people spend half of the morning on the road.MR. RAMIREZ : Thats true. But our

staff meetings are very important , Arnold.I dont know how we can

function without them.ARNOLD : I think they are important too.Thats why I want people to have a better attitude about them.MR. RAMIREZ : I know a lot of people think the meetings arent too useful.Im aware of that.ARNOLD : Heres what I propose.I think we should meet once every two weeks , but meet for ninety minutes or more.MR. RAMIREZ : Well.ARNOLD : I also think the meetings should be more focused.And I would be willing to take responsibility for that.MR. RAMIREZ : You mean you want to run the meetings ? ARNOLD : No , not really run them. But I could help organize them.I could discuss meeting topics with you , and then prepare a schedule for each meeting.I could then send an e-mail to all the staff to explain the coming meeting.This way the meetings would become more focused , and people would prepare better.MR. RAMIREZ : Hmm. But we would meet every two weeks.ARNOLD : I really think it would work.The meetings could be longer , and better organized.MR. RAMIREZ : I am not against the idea , Arnold.It may really be more efficient , as you say. Ill tell you what we can do.Why dont we try your proposal for a month , and see how it works.ARNOLD : Excellent. I would be happy to get started on it.MR. RAMIREZ : I will call the managers.Then tomorrow Ill tell you when we can schedule our first meeting in this “ new style. ”

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