

商务英语：主持会议chairameeting PDF转换可能丢失图片或格式，建议阅读原文

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主持会议时，一定要把握好会议的进程，把每个讨论、发言环节的时间控制好，以免会议超时；同时要对各种出现的情况想好应对策略，防止出现冷场的局面；要善于引导大家发言，调节会场气氛。

DialogueA: Well, everyone, I had a meeting with the V.P. yesterday, and he wants to start this project as soon as possible. Now that the strategy has been decided, I want to know where we stand. Lets start with you, Jane./ 好了，各位，昨天我已和副主席见过面，他希望尽快开始这个项目，现在决策已经定了，我想知道我们进展到哪了。就从你开始吧，简。

B: Our final analysis of the research material indicates we were right on track with our preliminary estimates. I have the report right here./ 我们最后的调查分析材料显示，我们的初步预测是正确的。我这儿有份报告。

A: All right. How about you, Mario?/ 好的。你呢，马里奥？

C: Ive contacted suppliers about the equipment well have to purchase. Therell be no problem with getting it delivered as soon as were ready to start. Heres the itemized price list./ 我已经联系了我们需要购买设备的供应商，只要我们准备就绪，发货毫无问题，这儿是详细的商品价格单。

A: Thats good. I was a little worried about the industry shortage for some of that equipment. OK, it looks like everythings set. Who will manage the project, Peter?/ 很好，之前我还有点担心设备供应不足呢。好的，看来似乎一切都稳妥了。那么谁来管理这个项目呢，彼得？

D: Lucy. Shes been

notified, and shes already delegated responsibility for the major tasks./ 露西。已经通知她了，她已被委派承担那项主要工作。 A: Great! Ill talk to Marketing and have them prepare for selling our product. Peter, talk to QC and get them involved. Thats it, then. Lets do it!/ 很好，我会通知销售部让他们准备好销售我们的产品。彼得，告诉质检部让他们开始参与进来。会就开到这儿，开始干吧。 转贴于：考试大\_BEC考试 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](http://www.100test.com)