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https://www.100test.com/kao_ti2020/235/2021_2022__E5_95_86_E5_8A_A1_E7_A4_BE_E4_c85_235610.htm 一般来说，公司的高层领导由于事务繁忙，与中层主管或员工交流的机会很少，而且谈话的时间不长。因此，在与领导谈工作时，要尽管言简意赅，尽可能为他节省时间，同时还要把息的观点说明白。

DialogueA: Jane, the meeting is scheduled from 2:00 this afternoon. Have you made the necessary arrangements?/简，我们计划在下午两点钟开会，你都安排好了吗？ B: Yes, Mr. Smith. Well use the conference room on the second floor for the meeting./安排好了，史密斯先生。我们将使用二楼的会议室开会。 A: Thats right. The meeting is very important. Where shall the guests be received before the meeting begins?/很好，这个会议很重要。开会前我们在哪里接待来宾？ B: In the dining room. Its spacious there./在餐厅吧，那里比较宽敞。 A: Well have several foreign guests to attend the meeting./我们还会有几位外宾来参加会议。 B: Ive arranged for an interpreter to be present. But it is said these foreigners could speak English./我已经安排了一位口译员，不过我听说这些外宾都会讲英语。 A: Really? Ill also try to speak slowly. How would you arrange the guests seats, Jane?/是吗？不过，我还是会讲慢一点，你怎么安排来宾就座呢，简？ B: Weve prepared name cards to be put on the conference table for guests to sit by. What time would you like refreshments served, Mr. Smith?/我们已经准备了姓名卡片放在会议桌上，让来宾按此就座。您希望在什么时候供应点心，史密斯先生？ A: Well, after my

report, there'll be an interval for rest and refreshments./哦，就在我做完报告后的休息时间供应点心吧。 B: All right, I see./好的，我明白了。 转贴于：考试大_商务英语考试 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