

“商务英语”会议议程方面英语短句 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/245/2021\\_2022\\_\\_E2\\_80\\_9C\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_c85\\_245790.htm](https://www.100test.com/kao_ti2020/245/2021_2022__E2_80_9C_E5_95_86_E5_8A_A1_E8_c85_245790.htm) hall 大会 rostrum 讲台 public gallery 旁听席 notice board 布告牌 to convene, to convoke 召开 convocation 会议 standing orders, by-laws 议事程序 rules of procedure 议事规则 constitution, statutes 章程 procedure 程序 agenda 议程 timetable, schedule 日程表,时刻表 item on the agenda 议程项目 other business 其他事项 to place on the agenda 列入议程 working paper 工作文件 opening 开幕 the sitting is open 会议开幕 appointment 任命 to appoint 任命,委派 speaker 报告人 to make a speech, to deliver a speech 做报告 to ask for the floor 要求发言 to give the floor to 同意...发言 (美作:to recognize) to take the floor, to address the meeting 发言 declaration, statement 声明 Am I in order? 我这样做符合议程规定吗? call to order 要求遵守秩序 to raise a point of order 提出关于议程的问题 general debate 长时间的讨论 receivability 可以接受,可接纳 stand 立场,主张 consensus 意见 advisory opinion 顾问意见 proposal 建议 to table a proposal 提出建议 clarification 澄清 comment 评论 to second, to support 赞成 to adopt 通过 to oppose 反对 to raise an objection 提出异议 to move an amendment 提出修正案 to amend 修正 second reading (法案、议案的)二读 substantive motion 实质性的动议 decision 决定 ruling 裁决 to reject 拒绝,驳回 resolution 决议 draft resolution 决议草案,提案 first draft, preliminary draft 草案初稿 whereas 正式文件的开场白,前言 motivations 表明动机 operative part 生效部分 report 报告 factual report 事实报告

minutes, record 记录 summary record 摘要纪录 verbatim record  
逐字纪录 memorandum 备忘录 to postpone, to adjourn, to put off  
推迟,延期 closure 闭幕式 closing speech 闭幕词 to adjourn the  
meeting, to close the meeting 散会转贴于：考试大\_商务英语考  
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