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https://www.100test.com/kao_ti2020/278/2021_2022__E9_87_91_E8_9E_8D_E5_8F_A3_E8_c92_278695.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. ”

仑米先生：进来，阿诺。请坐。阿诺：早安。仑米先生：你要喝点什么吗？阿诺：不了，谢谢你。我才喝了两杯咖啡。仑米先生：所以，你是一个严重的咖啡爱好者。阿诺：是的，它让我持续前进。有时候我认为我有点上瘾。仑米先生：嗯，咖啡也不是一个坏事情。每个人都要

有所喜好。像我，就是雪茄。你抽雪茄吗？阿诺：不，我尝试过。但我并不是一个吸烟爱好者。仑米先生：嗯，你想跟我说些什么呢？阿诺：我想借着这个会谈跟你讨论一个提案。仑米先生：我很高兴这里能有人提些新计划，告诉我是什么。阿诺：是有关公司重要干部的会议。你知道我们每个星期二的干部会议。仑米先生：是的。阿诺：嗯，我一直在想。我相信我们可以做得更有效率些。仑米先生：那你的建议是？阿诺：现在的方法是，四个分公司的干部每一周都会来这里一次。我们开会一小时，但我认为绝大部份的时间都浪费在交通上。仑米先生：你的意思是因为大家都要横越整个城市到这儿。阿诺：是的，有些人花了一个早上在路程上。仑米先生：没有错。但我们干部的会议是很重要的，阿诺。我不知道没有他们我们如何能运作。阿诺：我也认为他们很重要。那就是为什么我要大家对会谈能有更好的态度。仑米先生：我知道有一些人认为会谈并没有太大的用处。我知道这个的。阿诺：这是我的建议。我认为我们应该每两个星期开一次会，但一次开九十分钟或是加长。仑米先生：这个。阿诺：我同时也认为议题应更明确。我愿意对这件事负责。仑米先生：你的意思是你要主持会议？阿诺：不，并不是要主持会议。但我可以帮忙筹组。我可以跟你讨论议题，然后准备每次会议的时程表。我可以寄电子邮件给所有的干部解说下个会议。这样的话会议就能更明确，大家也能准备得更充分。仑米先生：嗯，但我们会每两个星期开一次会。阿诺：我真的认为这是可行的。会议时间可以加长，而且更有组织。仑米先生：我并不是反对这个主意，阿诺。这或许会更有效率，就像你说的。我告诉你我们能怎么做。我们何不试

试你的提案一个月，我们再来看成效。阿诺：太好了，我已经迫不及待了。仑米先生：我会通知所有的经理。然后明天我会告诉你何时我们可以规划第一次的会议使用这个“新作风”。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