

商务交流有关时间管理的用法和变化 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/33/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E4\\_BA\\_A4\\_E6\\_c28\\_33520.htm](https://www.100test.com/kao_ti2020/33/2021_2022__E5_95_86_E5_8A_A1_E4_BA_A4_E6_c28_33520.htm) I ' d like to call a meeting

for ... The meeting ' s postponed indefinitely. We ' re having an impromptu meeting! It ' s an all-hands meeting. I need to meet with the CEO. Can you make an appointment for me? The meeting ' s rescheduled for ... Please notify everyone the meeting is cancelled.

Has anybody seen my planner? Let ' s go over the minutes of last Friday ' s meeting. Harry, have you called about repairing the photocopier? Not yet, it ' s on my to-do list. I need an action plan for next Wednesday ' s meeting. Are you effective at multi-tasking?

Do you work well under pressure? This is a high-priority job. Let ' s get on it right away. What ' s on the agenda for tomorrow ' s meeting?

中文对照：以下是一些有关时间管理的通常用法和变化：我想召集一个会议……会议被无限期延迟了。我们在开一个临时会议！这是一次全体会议。我需要见CEO。你能帮我预约一下吗？会议改在……召开 请通知每一个人会议取消了。有人看到我的电子秘书了吗？让我们看一下上星期五的会议记录。 Harry,你打电话叫人修复印机了吗？还没呢，不过已在我的执行表中了。我需要下周三会议的行动计划。在多项任务中你都能应付自如吗？你在压力下工作表现如何？这是一项最优先考虑的工作。我们现在就开始干吧。明天的会议议程是什么？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)