

商务英语口语会刊No.38 PDF转换可能丢失图片或格式，建议
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https://www.100test.com/kao_ti2020/464/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_464939.htm 会议用语小组会

议1.Call to remind 打电话提醒 A: Jean, before the meeting, could you call to remind the attendees?B: Okay. Ill call each one of them.A : 珍，开会前打电话提醒参加会议的人好吗？B：好，我会给每个人打电话的。 2.Ask ... to attend 邀请.....参加A: Could you ask Mr. Wang to attend this meeting?B: Okay. Ill call him right away.A：你请王先生参加这个会议好吗？B：好的，我这就给他打电话。 3.No cell phones 关机A: There will be no cell phones for this meeting. Please turn off your phones now.B: Yes, Sir.A：这个会不允许接电话，请现在就关掉手机。 B：好的。 4.Meeting minutes 会议纪要A: Who is going to write the meeting minutes?B: Sharon will.A：谁来写会议纪要？B：莎伦来写。 5.Take notes 做记录A: Kevin, please take notes.B: I will.A：凯文，请做一下记录。 B：好的。 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