

综合辅导:有关时间管理的表达 PDF转换可能丢失图片或格式
，建议阅读原文

https://www.100test.com/kao_ti2020/466/2021_2022__E7_BB_BC_E5_90_88_E8_BE_85_E5_c67_466784.htm 以下是一些有关时间

管理的通常用法和表达： Id like to call a meeting for... 我想召集一个会议.....

The meetings postponed indefinitely. 会议被无限期延迟了。 Were having an impromptu meeting! 我们在开一个临时会议！

Its an all-hands meeting. 这是一次全体会议。 I need to meet with the CEO. Can you make an appointment for me? 我需要见CEO。你能帮我预约一下吗？

The meetings rescheduled for... 会议改在.....召开 Please notify everyone the meeting is cancelled. 请通知每一个人会议取消了。

Has anybody seen my planner? 有人看到我的电子秘书了吗？ Lets go over the minutes of last Fridays meeting. 让我们看一下上星期五的会议记录。

-Harry, have you called about repairing the photocopier? Harry , 你打电话叫人修复印机了吗？ -Not yet, its on my to-do list. 还没呢，不过已在我的执行表中了。

I need an action plan for next Wednesdays meeting. 我需要下周三会议的行动计划。 Are you effective at multi-tasking? Do you work well under pressure? 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？

This is a high-priority job. Lets get on it right away. 这是一项最优先考虑的工作。我们现在就开始干吧。 Whats on the agenda for tomorrows meeting? 明天的会议议程是什么？

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