

国际商务英语综合教程：第十课 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/467/2021_2022__E5_9B_BD_E9_99_85_E5_95_86_E5_c67_467396.htm 总结会议 Concluding a Business Meeting Action公司第三季会议在各部门负责人一一报告，以及与会者热烈讨论之后，即将落幕。会议主持人Jennifer，此时再度上台，为会议做个总结。

----- 英文正文

----- That wraps up the last item on the agenda. Before we close, are there any questions? Fine. In summary, I think we agree that this quarters domestic sales figures show a marked trend in microwave sales. Sam, Id like you to follow up on that, please. Lets see where this is heading. Jane, thank you for the comprehensive PR status report. I understand there are still a few problems to be worked out, but we all trust in your ability. Ladies and gentlemen, the new design is satisfactory. Lets keep Action ahead of the game. Finally, I appreciate your comments and suggestions about the Canadian sales outlook. This is our first opportunity to promote our products in North America, so we certainly want to cover every detail. Well, then, that covers everything. I make a motion to close the third quarterly meeting of Action Appliances. Is there a second?

----- 中文翻译

----- 议程上的最后一项讨论完毕。会议结束之前，有任何问题吗？很好。总结来说，我想我们都同意，由这一季的国内销售数字，可以看出一个很明显的微波炉销售趋势。Sam，我想请你针对这一项继续统计，再让我们知道这个趋势的走向。Jane，谢谢所作的详细公关状况报告，我知道还有一些问题待解决，但我们相信能处理。各位，新设计的产品非常令人满意，让我们共同努力，使Action继续领先同行。最后，我很感谢各位对加拿大业务前景所发表的意见和建议；这是我们第一次把产品推广到北美洲，所以每一项细节当然都要考虑到。呃，这就是所有的事情了。我现在提议结束Action家电的第三季会议。有没有人附议？

----- 短语解说

----- wrap up 完成；结束 这是个口语用法，意同"conclude"、"finish"和"close"。主词可以是人或物。Id like to quickly wrap up this meeting, so we can go home. 我想赶快把这个会议结束，那我们就可以回家。marked trend 明显的趋势 "marked"是过去分词当形容词，有‘醒目的、明显的’意思；"trend"是指事物或社会现象变动的趋势。Judging from the graph, you can see a marked trend upward on the Japanese stock exchange. 依照这张图表，你们可以看出日本股市明显地上涨。follow up on (something) 进一步了解 "follow"原是「跟随」的意思；这个词组是指注意某事发展，并进一步深入地了解它。介系词"on"之后所跟的名词词组即代表需要了解的事。We can take care of that problem when we follow up. 等我们更进一步地了解问题

后，就容易解决了。 status report 状况报告 "status"指 ‘ 事情的状况 ’。 一般公司都会要求每个计划或部门的负责人在固定的时间，报告事情的最新进展，即"status report"。 The accounting department is required to submit weekly status reports to our general manager. 会计部必须每周向总经理提出现况报告。 work out 解决，完成 这个俚语在此是指 ‘ 解决问题 ’，通常有得到圆满结果之含意。除此之外，它还有 ‘ 算出...；锻炼身体 ’ 等的解释。 Things will work out as long as you are patient. 只要有耐心，事情早晚会解决的。 ahead of the game 领先 这是俚语用法，照字面解释，指在一项运动比赛中 ‘ 领先其它的人 ’；亦即表示在某种情况中占优势，超越他人。 She studies hard every day to stay ahead of the game. 她为了要领先其它同学，每天都很用功。

----- 句型总结

----- 讨论结束 1. That wraps up the last item on the agenda. 2. That takes care of the last order of business. 3. That concludes the final order of business. 主席首先应宣布讨论已经结束，之后再作结语。 "wrap up"与"conclude"的意思相同，表示 ‘ 结束 ’。 "take care of"在此有 ‘ 完成 ’ 之意。 总结重点 1. In summary, I think we agree that this quarters domestic sales figures show a marked trend in microwave sales. 2. Overall, I think we are in agreement about the third quarters sales figures that show a marked trend in microwave sales. 3. To repeat, we agree that the microwave sales figures are showing a marked trend. 宣布讨论结束之后，主

持人应总结会议的讨论结果或要点。"I think we agree..."是一个的间接句法，婉转地询问其它人的意见；而"in summary"、"overall"或"to repeat"是作摘要的实用词汇，通常置于句首。

感谢与会者 1. Finally, I appreciate your comments and suggestions about the Canadian sales outlook. 2. And lastly, thank you for your comments and suggestions about the Canadian sales outlook. 3. In conclusion, I welcome your comments and suggestions about the sales outlook for Canada. 做过要点总结后，主席可以感谢与会者的建议和参与。用"finally"、"lastly"或"in conclusion"来承接上文，亦表示这是谈话的最后一段了。并以"appreciate"，"thank you"这些字眼表达谢意。 提议散会 1. I make a motion to close the third quarterly meeting of Action Appliances. Is there a second? 2. Id like to make a motion to conclude the third quarterly meeting of Action Appliances. Is there a second? 3. I move that we close this quarterly meeting. Do I have a second? 最后主席应提出散会的动议，并要求台下的人附议，若有人附议，即可进行表决，决定散会与否。

----- 结构分析

----- 会议主持人的两项主要任务是：一开始介绍会议讨论主题，以及在最后为会议做个总结。前者我们在上一课已经介绍过，这里要告诉你如何为会议做结论；请依照下列四个步骤： 1. 讨论结束 宣布最后一项讨论结束，询问与会者有无任何问题。 2. 总结摘要 摘述会议的要点，并提出总结建议。 3. 感谢参与 感谢与会者的参与及意见。 4. 结束会议 正式提议

结束会议，并询问有无附议。 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