

正式商业交流（1）研讨会 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/497/2021\\_2022\\_\\_E6\\_AD\\_A3\\_E5\\_BC\\_8F\\_E5\\_95\\_86\\_E4\\_c85\\_497126.htm](https://www.100test.com/kao_ti2020/497/2021_2022__E6_AD_A3_E5_BC_8F_E5_95_86_E4_c85_497126.htm) Lesson One Formal

Verbal Communication in Business I 正式商业交流（1）研讨会  
Part I Objectives Procedures of Seminars Leading and Commonly  
Used Sentence Structures 研讨会各个程序及常用句型

Questioning Techniques 提问技巧 A Leader and A Good Listener,  
At the Same Time 做好的听众，做好的领导者 Giving Criticism  
提出批评观点的技巧 Part II The How-Tos Leading Seminars/

Questioning Techniques General procedures of a seminar/lecture 1)  
Self-introduction 2) Introduction of Topic 3) Describing sequences  
and timing 4) Highlighting information 5) Involving the audience 6)  
Giving instructions 7) Checking understanding 8) Asking questions  
9) Clarifying questions 10) Evading questions 11) Inviting comments  
12) Interrupting 13) Transitions 14) Reformulations 15) Closing

Language Reference Self-introduction 自我介绍 Good morning, I  
' m ---- and I ' ve been invited to give this talk/ presentation /  
lecture because--- I have done research in / I have a special interest in  
/ my experience is in Introduction of Topic 话题介绍 In my  
presentation/talk/lecture today I shall be dealing with--- The subject  
of my ---- today is ---- What I ' d like to do today is

introduce/suggest/ analyse/ describe / explain My topic/subject  
today is --- I shall be dealing with 2/3/4.... main

areas/topics/subjects today Describing Sequences and Timing 程序  
介绍与时间安排 First I want to /spend a few minutes outlining

---/remind you of the background to/summarise the ----/explain---/  
present--- 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)