

会议上如何发表总结发言 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/498/2021_2022__E4_BC_9A_E8_AE_AE_E4_B8_8A_E5_c85_498946.htm Action公司第三季度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。 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 quarter ' s domestic sales figures show a marked trend in microwave sales. Sam, I ' d like you to follow up on that, please. Let ' s 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. Let ' s 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? 议程上的最后一项讨论完毕。在会议结束之前，大家还有任何问题吗？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，让我们知道这个趋势的走向。Jane，谢谢你所作的详细公关状况报告，我知道还有一些问题待解决，但我们相信你能处理。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。I ' d like to quickly wrap up this meeting, so we can go home. 我想赶快把这个会议结束，那我们就可以回家了。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. 只要你有耐心，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. 她为了要超过其它同学，每天都很用功。 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