

办公室英语口语第47期:安排小组会如何说 PDF转换可能丢失  
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[https://www.100test.com/kao\\_ti2020/498/2021\\_2022\\_\\_E5\\_8A\\_9E\\_E5\\_85\\_AC\\_E5\\_AE\\_A4\\_E8\\_c96\\_498987.htm](https://www.100test.com/kao_ti2020/498/2021_2022__E5_8A_9E_E5_85_AC_E5_AE_A4_E8_c96_498987.htm) Arranging a group

meetingA: I ' d like to set a fixed time for this meeting before we finish today. Can you all take a look at your schedules?B: Thursday mornings are usually the slowest around here. Why don ' t we set it for Thursday at 10:00 a.m.?A: That ' s out for me. I already have a standard meeting on Thursdays at 9:30 a.m. How about Wednesday afternoon at 2:00 p.m.?B: That ' s all right for my department. I don ' t know how the rest of you feel.

安排小组会A：我想在咱们今天散会前定下开这个会的时间。你们能看看你们的日程安排吗？B：星期四上午总是这儿最空闲的时候。咱们可以定星期四上午10:00。A：我不行。周四上午9:30我已经有了个例会。星期三下午2:00怎么样？B：我们部门没问题。不知道你们其他人觉得怎样？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)