

商务英语写作指导：如何沟通解决问题 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/501/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_501979.htm Action公司与Standard公司签订合约之后，产品的需求量大增。Jennifer和她的顶头上司Gibson先生担心公司未来无法供应如此多的产品，因而召开一次内部会议。由Jennifer负责向与会者解说问题所在，要求各线干部提出改善的方案。 To begin, lets take a look at the distribution contract we just signed with Standard Suppliers. I believe each of you has a copy. Looking over the numbers, you get an idea of what Standard expects from us in terms of monthly shipments. I think youll agree that our necks are on the line here. This leads me to my first concern. Frankly speaking, were worried that current productivity can not keep up with demand. Mr. Gibson and I have gone over Actions operating expenses, and we believe that there is room to both expand and upgrade facilities. The best place to start is Actions mainstay - the assembly line. What wed like each of you to do is to go over your respective operations, make recommendations about improving production, and report back to us. 首先，我们来看看公司和Standard公司刚签订的这份配销合约。相信各位手上都有一份。看过合约上的数字，各位便知道Standard公司每个月要从我们这边进多少货。我想各位也都同意，我们这方面有点冒险。我的首要顾虑就是这个问题。坦白说，我们担心目前的生产力会赶不上需求量；Gibson先生和我已经仔细查核过公司的营运费用，我们认为公司还有余力可以改良设备和提高产量。最佳的着手点就是本公司的主干--生产线

；我们希望在座各位重新检视自己部门的运作情形，然后提出改进的建议，再让我们了解情况。短语解说 neck(s) is / are on the line 冒险；赌运气 这是个俚语，字面解释有点像中文的"脖子架在刀口上"的夸张说法。引申来形容一种危险的状况。 I hope you know what youre doing because were really putting our necks on the line. 希望你们清楚自己的所为，因为我们可是冒了很大的风险。 operating expenses 公司的营运费用 这是指一家公司营运所需的各种费用，如员工薪资、办公室或厂房租金、硬设备等等。"Operating"做"运转的，经营的"解释。 If our operating expenses exceed sales, we wont be able to make a profit. 我们的营运费用若比销售所得高的话，就赚不到钱了。 keep up with 配合，保持 这个词组是指与别人的速度或层次能相配合、能赶得上。 Can our factory keep up with the incoming orders for the next six months? 我们的工厂能保证得了下半年的订单吗? in terms of... 就.....来说，以.....的角度来看 "Terms"在此表示"条件、状况"；介系词"of"之后的名词词组即为衡量的标准、角度。 He used to think of everything in terms of money. 他以前总以钱来衡量每件事情。 assembly line 生产线，装配线 这是大量生产作业的装配线，包括不同制造过程中各项机件与人员的组合。 Working on an assembly line can be incredibly boring and tiring. 装配线的工作通常极端无聊而且累人。

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