

商务英语口试指导：小组会议商务英语考试 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/559/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_559733.htm](https://www.100test.com/kao_ti2020/559/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_559733.htm) 1.Call to remind 打电话提醒

A: Jean, before the meeting, could you call to remind the attendees? B: Okay. I'll call each one of them. A：珍，开会前打电话提醒参加会议的人好吗？ B：好，我会给每个人打电话的。

2.Ask ... to attend 邀请.....参加 A: Could you ask Mr. Wang to attend this meeting? B: Okay. I'll call him right away. A：你请王先生参加这个会议好吗？ B：好的，我这就给他打电话。

3.No cell phones 关机 A: There will be no cell phones for this meeting. Please turn off your phones now. B: Yes, Sir. A：这个会不允许接电话，请现在就关掉手机。 B：好的。

4.Meeting minutes 会议纪要 A: Who is going to write the meeting minutes? B: Sharon will.

A：谁来写会议纪要？ B：莎伦来写。

5.Take notes 做记录 A: Kevin, please take notes. B: I will. A：凯文，请做一下记录。 B：

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