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试话题：Call to remind、Ask ... to attend、No cell phones

、Meeting minutes、Take notes。 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

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