

实用英语：如何用英语主持会议 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022__E5_AE_9E_E7_94_A8_E8_8B_B1_E8_c96_646023.htm I - Introductions

Opening the Meeting Welcoming and Introducing Participants

Stating the Principal Objectives of a Meeting Giving Apologies for Someone Who is Absent II - Reviewing Past Business Reading the

Minutes (notes) of the Last Meeting Dealing with Recent

Developments III - Beginning the Meeting Introducing the Agenda

Allocating Roles (secretary, participants) Agreeing on the Ground

Rules for the Meeting (contributions, timing, decision-making, etc.)

IV - Discussing Items Introducing the First Item on the Agenda

Closing an Item Next Item Giving Control to the Next Participant V

- Finishing the Meeting Summarizing Finishing Up Suggesting and

Agreeing on Time, Date and Place for the Next Meeting Thanking

Participants for Attending Closing the Meeting The following pages

focus on each part of the meeting and the appropriate language for

each situation. 用英语主持会议（2）：主持会议 Opening 宣布

会议开始 Good morning/afternoon, everyone. If we are all here, lets

get started / start the meeting / start. Welcoming and Introducing 欢

迎和介绍出席人员 Please join me in welcoming (name of

participant) Were pleased to welcome (name of participant) Id like

to extend a warm welcome to (name of participant) Its a pleasure to

welcome (name of participant) Id like to introduce (name of

participant) Stating the Principal Objectives 阐明会议主要议题

Were here today to ... Id like to make sure that we ... Our main aim

today is to ... Ive called this meeting in order to ... 100Test 下载频道
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