

0404 conversation three

venue n.地点 equipment n.设备 presentation n.说明 demonstrate v.展示
lecturer n.演讲者 agenda n.议程 schedule n.日程安排 conference center 会议中心
slide n.幻灯片 seminar n.研讨会 workshop n.车间; 研讨会
session n. 会议; 一堂培训课 catering n.餐饮服务
field/domain n.领域 aspect n.方面
consultant/adviser n. 顾问 consultancy n. 咨询公司
strategy n.策略 strategic adj. 策略的
incentive schemes 激励方案 complimentary ticket 赠票

V0303 Conversation Three

department/division/section/sector n. 部门
co-worker/workmate/colleague n. 同事
HR/personnel 人力资源部门
recruit v.招聘 recruitment n. 招聘 take sb on 招聘
dismiss/sack v. 解雇 redundancy n. (因劳动力过剩而造成的) 裁员
retention rate 保留率 a high turnover of staff 高的员工流动率
staff performance 员工业绩 staff appraisal 员工考核
pay rise 涨工资 bonus n. 奖金; 分红 promotion n. 晋职
staff morale 员工士气
financial incentive 经济激励
boost the morale 提升士气
pay rate 工资标准 employment rate 就业率 unemployment rate 失业率
survival rate 生存率 interest rate 利率 exchange rate 汇率

V0303 Conversation Two

PA=personal assistant 私人助理 MD=managing director 总经理
VP=vice president 副总
bid n&v.出价; 投标
make a bid 投标; takeover/acquisition bid 要约收购
modify v. 修改 modification n. 修改 specification n. 规格
revise v. 修订 contract n. 合同 budget n. 预算
lengthy adj.冗长的 reference letter 推荐信
domestic markets 国内市场 overseas markets 海外市场
market share 市场占有率

V0302 Conversation One

production line 生产线
assembly line 流水线
dispatch/despatch department 发货部