

Meetings

单词

词汇	发音	词性	翻译
CEO	[us]'ou [uk],si: i: 'əu	abbr.	(缩写)首席执行官
discuss	[us]di'skʌs [uk]di'skʌs	verb	讨论, 探讨
attention	[us]ə'tenʃn [uk]ə'tenʃn	noun	关心, 关注
purpose	[us]'pɜ:rpəs [uk]'pɜ:pəs	noun	目的
item	[us]'aɪtəm [uk]'aɪtəm	noun	条, 条款, 项, 项目, 条目
negotiate	[us]ni'gouʃiət [uk]ni'gəʊʃiət	verb	商议; 谈判; 协商
solve	[us]sɔ:lv [uk]sɒlv	verb	解决, 解答
regret	[us]ri'gret [uk]ri'gret	verb	后悔
congratulate	[us]kən'grætfulɪt [uk]kən 'grætfulɪt	verb	向(某人)祝贺;道贺
replace	[us]ri'pleɪs [uk]ri'pleɪs	verb	取代, 替代
merger	[us]'mɜ:rdʒər [uk]'mɜ:dʒə(r)	noun	合并,兼并
morale	[us]mə'ræl [uk]mə'rɑ:l	noun	士气, 精神状态
pressure	[us]'preʃər [uk]'preʃə(r)	verb	迫使, 施压
propose	[us]prə'pouz [uk]prə'pəʊz	verb	建议, 提议
resign	[us]ri'zaɪn [uk]ri'zaɪn	verb	辞职
rumor	[us]'ru:mər [uk]'ru:mə(r)	noun	谣言
smoothly	[us]'smu:ðli [uk]'smu:ðli	adv.	平滑地, 平稳地, 流畅地, 顺利地
task	[us]tæsk [uk]tɑ:sk	noun	任务
conclude	[us]kən'klu:d [uk]kən'klu:d	verb	下结论, 总结
evaluate	[us]i'væljuert [uk]i'væljuert	verb	评价
executive	[us]ɪg'zekjətɪv [uk]ɪg'zekjətɪv	noun	管理者, 经理, 社长, 董事

fire	[us]'faɪər [uk]'faɪə(r)	verb	解雇
further	[us]'fɜːrðər [uk]'fɜːðə(r)	adv.	更远地
integrate	[us]'ɪntɪɡreɪt [uk]'ɪntɪɡreɪt	verb	使)成为一体,(使)合并
involve	[us]ɪn'vɔːlv [uk]ɪn'vɒlv	verb	包含, 涉及
accurate	[us]'ækjərət [uk]'ækjərət	adj.	精确的, 准确的
agenda	[us]ə'dʒendə [uk]ə'dʒendə	noun	议程, 讨论事项
aware	[us]ə'weɪ [uk]ə'weə(r)	adj.	知道的, 意识到的
budget	[us]'bʌdʒɪt [uk]'bʌdʒɪt	noun	预算
budget	[us]'bʌdʒɪt [uk]'bʌdʒɪt	verb	做预算, 规划, 按预算来计划
challenge	[us]'tʃælɪndʒ [uk]'tʃælɪndʒ	noun	挑战

Opening a meeting

We're going to read an agenda and open a meeting.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/22/v/138122/GE_10.1.1_v2.mp4

[JOAN] Okay. Let's get started. Do you all have the agenda?

[JOAN] The purpose of this meeting is to talk about our relationship with Sunset Computers since the merger.

[JOAN] The five of us are here because we do the most business with them.

[JOAN] The first item on the agenda is news about Sunset. Are you all aware that Archie Morgan, their CEO, has resigned?

[HARRY] I didn't know that.

[SALLY] No, neither did I.

[JOAN] Yes, well, our relationship with him just wasn't working. Sunset's chief financial officer, Mary Ozaki, will also be leaving.

[SIMON] That's good news.

[SIMON] I'm sorry, but it's time for a change over there.

[JOAN] Okay. Let's move on to the next item.

[JOAN] I'll probably be flying out to meet the Sunset executives on Monday.

[JOAN] The CEO's in a meeting about this right now. I'll have more information later today.

[TODD] Okay.

[JOAN] The last item on the agenda is our problems with Sunset.

[JOAN] I've been hearing some complaints from different people here, but I need more detailed information.

[SALLY] If you ask me, the primary problem's communication, or lack of it.

[JOAN] Could you be more specific, Sally?

[SALLY] Well, they're very slow in answering our questions.

[SALLY] For instance, just yesterday, I phoned their director of marketing and left a message. Then I sent an email. Still no answer.

[HARRY] Do they even have cellphones?

[HARRY] I'm serious. I can't get cellphone numbers from them.

[TODD] A huge challenge for me is figuring out who's responsible for what.

[SIMON] I have to say that their director of engineering, Ed Fife, is incredible. He gets me what I need quickly, and it's always accurate.

[JOAN] Hmm. This is all very interesting.

agenda 议事日程
 merger 合并
 aware 意识到的
 resigned 辞职
 executives 执行总监
 challenge 艰巨的任务, 难题
 figuring out 想出, 弄明白
 accurate 准确的

会议中用到的名词、动词和形容词

以下是一些商务会议中可以用到的名词:	
There are five items on today's agenda.	今天的日程有五项。
The merger of our two companies is still going ahead.	我们两家公司的并购还在进行中。
The final decision will be made by the CEO.	CEO会做出最终决定。
The CFO is responsible for reporting all company income.	CFO负责汇报公司营收。
John is our new marketing executive.	John是我们的新任销售主管。
Our biggest challenge is to increase our market share.	我们最大的挑战是增加市场份额。

以下是一些商务会议中可以用到的动词：	
We have to figure out a solution to this problem.	我们必须想办法解决这个问题。
Their CEO resigned last week.	他们的CEO上周辞职了。
They just fired their marketing executive.	他们刚把销售主管辞了。
以下是一些商务会议中可以用到的形容词：	
The figures in the report were not accurate.	报告中的数据不准确。
I was not aware how serious the situation was.	我不知道情况有这么严重。

Select the correct words.

I'm sure if we all work together, we can (figure / resign / challenge) it out.

The financial report must be completely (aware / challenging / accurate) .

Any last minute items to be added to the (executives / agenda / resign) ?

It's not one company buying another. It's a (resign / merger / challenge) .

A good manager can deal with any (challenge / aware / resign) .

The board of directors forced her to (merger / resign / challenge) .

Truth: figure; accurate; agenda; merger; challenge; resign

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/22/v/138122/GE_10.1.1_v2.mp4

[JOAN] Okay. Let's get started. Do you all have the agenda?

[JOAN] The purpose of this meeting is to talk about our relationship with Sunset Computers since the merger.

[JOAN] The five of us are here because we do the most business with them.

[JOAN] The first item on the agenda is news about Sunset. Are you all aware that Archie Morgan, their CEO, has resigned?

[HARRY] I didn't know that.

[SALLY] No, neither did I.

[JOAN] Yes, well, our relationship with him just wasn't working. Sunset's chief financial officer, Mary Ozaki, will also be leaving.

[SIMON] That's good news.

[SIMON] I'm sorry, but it's time for a change over there.

[JOAN] Okay. Let's move on to the next item.

[JOAN] I'll probably be flying out to meet the Sunset executives on Monday.

[JOAN] The CEO's in a meeting about this right now. I'll have more information later today.

[TODD] Okay.

[JOAN] The last item on the agenda is our problems with Sunset.

[JOAN] I've been hearing some complaints from different people here, but I need more detailed information.

[SALLY] If you ask me, the primary problem's communication, or lack of it.

[JOAN] Could you be more specific, Sally?

[SALLY] Well, they're very slow in answering our questions.

[SALLY] For instance, just yesterday, I phoned their director of marketing and left a message. Then I sent an email. Still no answer.

[HARRY] Do they even have cellphones?

[HARRY] I'm serious. I can't get cellphone numbers from them.

[TODD] A huge challenge for me is figuring out who's responsible for what.

[SIMON] I have to say that their director of engineering, Ed Fife, is incredible. He gets me what I need quickly, and it's always accurate.

[JOAN] Hmm. This is all very interesting.

Let's get started. 我们开始吧。

Do you all have the agenda? 你把所有的议事日程都准备好了吗?

The purpose of this meeting is to ... 本次会议的目的是.....

The five of us are here because ... 我们五个人来到这里, 是因为.....

The first item on the agenda is ... 会议议程第一项是.....

开始会议

在会议开始时通常我们有必要吸引每个人的注意力。检查一下是否人手一份日程表。务必要感谢每一个人的当场，然后告诉他们此次会议的目的。	
OK, everyone. If I could have your attention, please. Let's get started.	好的，各位请注意，会议现在开始。
Does everyone have an agenda? As you can see, we have three items to discuss today.	每个人都拿到日程表了吗？如大家所见，我们今天要讨论三个事项。
对到场的人表示感谢十分重要。	
Thank you all for coming today. I know how busy you all are.	感谢大家到场。我知道你们都很忙。

确保每个到场人员明白会议目的。	
The purpose of today's meeting is to discuss the CFO's resignation and her replacement.	今天会议的目的是讨论CFO的离职和下一任人选问题。
We are here because a competitor has proposed a merger with our company.	有家竞争对手提出要和我们公司合并，今天的会议就是要讨论这个问题。
可以用日程来开始会议。	
The first item on the agenda is a company update from the CEO.	日程第一项是由CEO发布公司最新动态。
OK. Let's begin with item number one, the company update.	好的，我们现在开始进行第一项，公司动态。

Read the meeting agenda.

Select the correct answer.

Proposed merger with Intech Industries Agenda * Jeff Grimes: Update from the CEO Latest on the proposed merger – consequences for our company * Sheila Jacobs: Update from the CFO Financial report on proposed merger * Bob Lewis: Update from the CTO Technology strengths and weaknesses of both companies * Open discussion of pros and cons of merger * Jeff Grimes: Challenges, next steps

Move the text to the correct gaps.

(Agenda)

Jeff Grimes: (Update) from the CEO

Latest on the proposed (merger) – consequences for our company

Sheila Jacobs: Update from the (CFO)

Financial report on proposed merger

Bob Lewis: Update from the CTO

Technology strengths and weaknesses of both companies

Open discussion of pros and (cons) of merger

Jeff Grimes: (Challenges) , next steps

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/22/v/138122/GE_10.1.1_v2.mp4

[JOAN] Okay. Let's get started. Do you all have the agenda?

[JOAN] The purpose of this meeting is to talk about our relationship with Sunset Computers since the merger.

[JOAN] The five of us are here because we do the most business with them.

[JOAN] The first item on the agenda is news about Sunset. Are you all aware that Archie Morgan, their CEO, has resigned?

[HARRY] I didn't know that.

[SALLY] No, neither did I.

[JOAN] Yes, well, our relationship with him just wasn't working. Sunset's chief financial officer, Mary Ozaki, will also be leaving.

[SIMON] That's good news.
[SIMON] I'm sorry, but it's time for a change over there.
[JOAN] Okay. Let's move on to the next item.
[JOAN] I'll probably be flying out to meet the Sunset executives on Monday.
[JOAN] The CEO's in a meeting about this right now. I'll have more information later today.
[TODD] Okay.
[JOAN] The last item on the agenda is our problems with Sunset.
[JOAN] I've been hearing some complaints from different people here, but I need more detailed information.
[SALLY] If you ask me, the primary problem's communication, or lack of it.
[JOAN] Could you be more specific, Sally?
[SALLY] Well, they're very slow in answering our questions.
[SALLY] For instance, just yesterday, I phoned their director of marketing and left a message. Then I sent an email. Still no answer.
[HARRY] Do they even have cellphones?
[HARRY] I'm serious. I can't get cellphone numbers from them.
[TODD] A huge challenge for me is figuring out who's responsible for what.
[SIMON] I have to say that their director of engineering, Ed Fife, is incredible. He gets me what I need quickly, and it's always accurate.
[JOAN] Hmm. This is all very interesting.

just wasn't working 就是不起作用
It's time for a change. 该改变的时候了。
hearing some complaints 听一些人抱怨
I need more detailed information. 我需要更多详细的信息。
The primary problem's communication. 首要问题是沟通。
Could you be more specific? 你能更具体一些吗?
For instance ... 比如.....
A huge challenge for me is ... 对我而言, 一个艰巨的任务是.....

问题陈述

陈述问题时请务必做到简明扼要。用问题或挑战这类词汇来清晰地说明问题。	
The primary problem is a difference in management style.	首要问题是管理方式的不同。
The biggest challenge we face is growing competition.	我们面临的最大的挑战是日益激烈的竞争。
阐述和举例	
如果有问题没有搞懂，请要求对方澄清。	
A: The biggest problem is their CFO.	最大的问题是他们的CFO。
B: Could you be more specific?	可以说得具体一点吗？
用细节和例子增强针对性。	
For instance, they don't return our phone calls.	比如，他们不回我们的电话。
The best example I can give is our decreasing market share.	我能想到的最好的例子就是我们的市场份额正在下降。

Discussing proposals in a meeting

Let's learn how to make and discuss a proposal in a meeting.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/23/v/138123/GE_10.1.2_v2.mp4

[JOAN] All right, so communication has really been the big issue with Sunset.

[JOAN] What can we do about it? I mean, when I'm there on Monday, in a meeting with them, what solution can I propose?

[SALLY] Well, a new CEO and CFO is a good start, but is it enough? One way to solve the problem might be to replace even more managers.

[SIMON] I'm not sure I agree with that.

[TODD] And I really disagree. We have to be careful about their morale. They're losing their two biggest executives. That's a huge change already.

[HARRY] Well, at least let's send them to some communication training. They're awful!

[JOAN] That's a possibility.

[TODD] I'd like to propose some formal team-building.

[JOAN] Okay. What do you have in mind?

[TODD] How difficult would it be to bring some of the Sunset managers here for, say, a week?

[JOAN] Well, it's not in the budget, but...

[SALLY] I really like that idea. We need to meet these people.

[HARRY] I think so, too. If they come here and see how we do things...

[SIMON] Let's take that one step further and send people over there, too. We need to start building personal relationships with them.

[JOAN] Well, I think those are all excellent ideas. I can't make any promises, but I'll try to find some money for them.

[TODD] And, of course, if you do go there, you're going to be evaluating their managers.

[JOAN] Of course.

propose 提议
a good start 好的开始
morale 士气
team building 团队建设
budget 预算
further 更进一步地
promises 承诺
evaluating 评定

名词和动词

每学一个新单词务必注意它的各类词性。有时名词和动词是同一个词；有时动词加上后缀，比如-al或-ion，就变成了名词。看一下不同的词汇。	
Verb	Noun
start	start
budget	budget
promise	promise
evaluate	evaluation
negotiate	negotiation
resign	resignation
solve	solution
propose	proposal

以下是提出和讨论议案可以用到的词汇：	
How could we take the idea one step further?	我们怎么可以让这个问题的讨论更进一步？
What do you think about team building? Would that solve the problem?	你怎么看团队建设？团队建设可以解决问题吗？
We need to do something to improve employee morale.	我们需要提高员工士气。

Select the correct words.

What about the solution I (started / budgeted / proposed) last month?

We hope the salary increase will improve (promise / budget / morale) .

After an excellent (start / evaluation / promise) , the idea went nowhere.

We like your idea, but we'd like to take it (proposal / further / morale) .

I like team (proposal / building / budget) , but it doesn't solve everything.

Unfortunately, the money just isn't in the (promise / budget / morale) .

Truth: proposed; morale; start; further; building; budget

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/23/v/138123/GE_10.1.2_v2.mp4

[JOAN] All right, so communication has really been the big issue with Sunset.

[JOAN] What can we do about it? I mean, when I'm there on Monday, in a meeting with them, what solution can I propose?

[SALLY] Well, a new CEO and CFO is a good start, but is it enough? One way to solve the problem might be to replace even more managers.

[SIMON] I'm not sure I agree with that.

[TODD] And I really disagree. We have to be careful about their morale. They're losing their two biggest executives. That's a huge change already.

[HARRY] Well, at least let's send them to some communication training. They're awful!

[JOAN] That's a possibility.

[TODD] I'd like to propose some formal team-building.

[JOAN] Okay. What do you have in mind?

[TODD] How difficult would it be to bring some of the Sunset managers here for, say, a week?

[JOAN] Well, it's not in the budget, but...

[SALLY] I really like that idea. We need to meet these people.

[HARRY] I think so, too. If they come here and see how we do things...

[SIMON] Let's take that one step further and send people over there, too. We need to start building personal relationships with them.

[JOAN] Well, I think those are all excellent ideas. I can't make any promises, but I'll try to find some money for them.

[TODD] And, of course, if you do go there, you're going to be evaluating their managers.

[JOAN] Of course.

I'm not sure I agree with that. 我不敢说我同意那一点。

I really disagree. 我坚决不同意。

I really like that idea. 我很喜欢那种想法。

I think so, too. 我也这么看。

I think those are all excellent ideas. 我认为那些点子都非常不错。

同意和不同意

对某人或某事表示同意或不同意有很多种说法。以下表示同意：	
Yeah, that would be OK. (mild agreement)	是的，这样可以。（温和）
I think so, too. (agreement)	我也这么想。（直接）
I agree with you. (agreement)	我同意你。（直接）
We're on the same page. (agreement)	我们意见一致。（直接）
I really like that idea. (strong agreement)	我真的喜欢这个主意。（强烈）
I think those are excellent ideas. (strong agreement)	我认为这些主意非常棒。（强烈）

以下是不同意的表达：	
I'm not sure I agree with that. (mild disagreement)	我不确定我是否同意（温和）
I'm sorry, but I disagree. (polite disagreement)	对不起，我不同意。（礼貌）
I'm not with you on that. (disagreement)	我不同意你的观点。（直接）
I really disagree with you. (strong disagreement)	我真的不同意你。（强烈）
I think that's a terrible idea. (very strong disagreement)	我认为这个想法很糟糕。（非常强烈）

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/23/v/138123/GE_10.1.2_v2.mp4

[JOAN] All right, so communication has really been the big issue with Sunset.

[JOAN] What can we do about it? I mean, when I'm there on Monday, in a meeting with them, what solution can I propose?

[SALLY] Well, a new CEO and CFO is a good start, but is it enough? One way to solve the problem might be to replace even more managers.

[SIMON] I'm not sure I agree with that.

[TODD] And I really disagree. We have to be careful about their morale. They're losing their two biggest executives. That's a huge change already.

[HARRY] Well, at least let's send them to some communication training. They're awful!

[JOAN] That's a possibility.

[TODD] I'd like to propose some formal team-building.

[JOAN] Okay. What do you have in mind?

[TODD] How difficult would it be to bring some of the Sunset managers here for, say, a week?

[JOAN] Well, it's not in the budget, but...

[SALLY] I really like that idea. We need to meet these people.

[HARRY] I think so, too. If they come here and see how we do things...

[SIMON] Let's take that one step further and send people over there, too. We need to start building personal relationships with them.

[JOAN] Well, I think those are all excellent ideas. I can't make any promises, but I'll try to find some money for them.

[TODD] And, of course, if you do go there, you're going to be evaluating their managers.

[JOAN] Of course.

What solution can I propose? 我能够提出什么样的解决方案?

One way to solve the problem might be ... 一种解决问题的办法可能是.....

At least let's send them to ... 至少让我们把他们送到.....

I'd like to propose ... 我想提议.....

What do you have in mind? 你有什么想法?

How difficult would it be to ... ? 会有多难?

Let's take that one step further. 让我们再进一步。

I can't make any promises, but ... 我做不了保证, 但是.....

提议

提出议案有很多方法，有的很直接，有的更间接一些。	
间接或礼貌的提议	
One way to solve the problem might be to increase the training budget.	增加培训预算可以是解决问题的一个方法。
At least let's talk about increasing the training budget.	至少要讨论一下增加培训预算的问题。
How difficult would it be to increase the training budget?	增加培训预算很难吗？
正式或直接的提议	
I'd like to propose that we increase the training budget.	我想提议提高培训预算。
I propose that we increase the training budget.	我提议提高培训预算。
Let's take that one step further and increase the training budget.	让我们再进一步，增加培训预算。

Concluding a meeting

You're going to guide and end a meeting.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/24/v/138124/GE_10.1.3_v2.mp4

[JOAN] So, I just had a short meeting with our CEO, David.

[JOAN] I've been given the task of coming up with a plan of coordination between our two companies. I'll be flying out there on Monday.

[HARRY] Congratulations!

[JOAN] Thank you, Harry. Now, as I was saying, it'll be my job to get the two companies working together smoothly.

[JOAN] I'll probably be flying back and forth for the next few weeks. Todd will be in charge here whenever I'm at Sunset.

[JOAN] That's going to involve a lot of planning, and I don't have much time, so, uh, let's conclude this meeting quickly.

[JOAN] Now, where was I? Oh, yes. As a next step, in the next week or so, please keep me informed about any problems that you're having with Sunset.

[JOAN] Give me details. I'd really appreciate your input on this.

[JOAN] Let me see. I'll, uh, follow up on the idea of team building, and I'll also send an email summarizing this meeting.

[JOAN] Oh, and, uh, one more thing: This discussion is confidential. Nothing leaves this room.

[TODD] Yes, please. No talking about firing people at Sunset or flying them here. Those poor people have enough rumors to worry about already.

[JOAN] Okay. That's it for now. Thank you all for coming.

[JOAN] Uh, Todd and Simon. Could you stay behind?

task 任务

coming up with 提出

coordination 协作

smoothly 平稳地, 流畅地

back and forth 来回地, 反复地

in charge 负责, 主管

involve 涉及

conclude 结束

keep me informed 让我了解情况

rumors 谣言

Move the text to the correct gaps.

KAREN: You wanted to see me, Mr. Barnes?

MR. BARNES: Yes, Karen. Please have a seat.

KAREN: Is everything OK?

MR. BARNES: Yes, yes. It's just that the (coordination) between our team here in London and our office in Shanghai isn't going very smoothly.

KAREN: That's too bad. To be honest, I have heard some (rumors) .

MR. BARNES: Yeah, I think everyone has, including the CEO and the rest of the New York office. Anyway, I'll be doing some (back and forth) between here and Shanghai. I'm sorry I have to get you (involved) , but when I'm out of the office, you'll be (in charge) . I'd like for us to talk at least once a day so you can keep me informed. I'm sure I'll have some other (tasks) for you as well.

KAREN: No problem. Anything I can do to help.

MR. BARNES: Thanks, Karen.

复习：将来时 复习一下谈论未来的不同说法。用一般将来时 will 和其否定形式 won't 来表示自愿做某事、承诺或预测。	
I'll help you.	我帮你。
I promise I won't spread any rumors.	我保证不散播任何谣言。
I'm sure that team coordination will improve.	我相信团队协作会有改进的。
用一般将来时 be going to 来谈论计划或预测。	
He is going to travel to Mexico City next week.	下周他会去墨西哥城。
I believe we're going to have a merger.	我相信我们会实行并购。

用将来进行时 will 或 be going to 加动词 be 和一个现在分词来谈论将来会发生的持续性的动作。	
I'll be doing some back and forth between here and Mexico.	我会从这儿到墨西哥之间往返好几趟。
She's going to be running the office while he's away.	他不在时由她主持工作。
用将来完成时 will 或 be going to ，动词 have 加上一个过去分词来讨论将来某个时间点已经完成的动作。	
The meeting will have concluded by the time you return.	等你回来会议都结束了。
We won't have finished the project by next week.	下周项目完成不了。

Move the text to the correct gaps.

Good afternoon, everyone. First, I'm (going to) give you all an agenda so we're all on the same page. We (will) spend approximately 20 minutes on each item. I hope that you will all give us some suggestions and recommendations in the discussion. I'm going to ask you for ideas if I have to. This is a group effort. By the end of the meeting, I hope we (will have) come up with some creative ways to improve communication between our teams. Please speak freely. This will be a brainstorming session. There are no bad ideas. Jack is (going to be) writing down all of our ideas so we (won't) lose anything. OK, let's get started.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/24/v/138124/GE_10.1.3_v2.mp4

[JOAN] So, I just had a short meeting with our CEO, David.
[JOAN] I've been given the task of coming up with a plan of coordination between our two companies. I'll be flying out there on Monday.
[HARRY] Congratulations!
[JOAN] Thank you, Harry. Now, as I was saying, it'll be my job to get the two companies working together smoothly.
[JOAN] I'll probably be flying back and forth for the next few weeks. Todd will be in charge here whenever I'm at Sunset.
[JOAN] That's going to involve a lot of planning, and I don't have much time, so, uh, let's conclude this meeting quickly.
[JOAN] Now, where was I? Oh, yes. As a next step, in the next week or so, please keep me informed about any problems that you're having with Sunset.
[JOAN] Give me details. I'd really appreciate your input on this.
[JOAN] Let me see. I'll, uh, follow up on the idea of team building, and I'll also send an email summarizing this meeting.
[JOAN] Oh, and, uh, one more thing: This discussion is confidential. Nothing leaves this room.
[TODD] Yes, please. No talking about firing people at Sunset or flying them here. Those poor people have enough rumors to worry about already.
[JOAN] Okay. That's it for now. Thank you all for coming.
[JOAN] Uh, Todd and Simon. Could you stay behind?

Now, as I was saying ... 现在, 正如我所说的.....
Now, where was I? Oh, yes. 现在, 我说到哪了? 噢, 是的。
Let me see. 让我想想。
Oh, and one more thing ... 哦, 还有一件事.....

在讨论中开始或回到某个点。当需要在讨论中开始一个新观点时可以用到这些表达。当你需要一点时间思考时可以用 let me see 。	
Let me see. The next point of discussion is challenges in the coming year.	让我想想。下个要讨论的话题是明年面临的挑战。
The next item on the agenda is an update from our CFO.	日程下一项是来自CFO的最新信息。
Moving on, let's discuss the plan to expand overseas.	下一步，让我们来讨论一下海外扩张的问题。
Oh, and one more thing: we need to discuss a change in employee insurance.	哦，还有一件事。我们要讨论一下员工保险的一个变动。
有时候讨论会偏题。如果讨论偏题，可以用这些表达来带回主题：	
Now, as I was saying, our competitive situation in Europe has changed.	正像我刚才说的，我们在欧洲的竞争局面已经发生了变化。
Now, where was I? Oh, yes – the sales figures for last quarter.	我刚说到哪儿了？哦，是的，上个季度的销售额。
Getting back to my point, I think a merger is not an option.	回到我的观点，我认为并购是不可取的。

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/24/v/138124/GE_10.1.3_v2.mp4

[JOAN] So, I just had a short meeting with our CEO, David.
[JOAN] I've been given the task of coming up with a plan of coordination between our two companies. I'll be flying out there on Monday.
[HARRY] Congratulations!
[JOAN] Thank you, Harry. Now, as I was saying, it'll be my job to get the two companies working together smoothly.
[JOAN] I'll probably be flying back and forth for the next few weeks. Todd will be in charge here whenever I'm at Sunset.
[JOAN] That's going to involve a lot of planning, and I don't have much time, so, uh, let's conclude this meeting quickly.
[JOAN] Now, where was I? Oh, yes. As a next step, in the next week or so, please keep me informed about any problems that you're having with Sunset.
[JOAN] Give me details. I'd really appreciate your input on this.
[JOAN] Let me see. I'll, uh, follow up on the idea of team building, and I'll also send an email summarizing this meeting.
[JOAN] Oh, and, uh, one more thing: This discussion is confidential. Nothing leaves this room.
[TODD] Yes, please. No talking about firing people at Sunset or flying them here. Those poor people have enough rumors to worry about already.
[JOAN] Okay. That's it for now. Thank you all for coming.
[JOAN] Uh, Todd and Simon. Could you stay behind?

Let's conclude this meeting quickly. 让我们快点结束这场会议。
As a next step ... 接下来.....
I'll follow up on the idea of ... 我后续会关注.....的主意
I'll also send an email. 我还会发送一封邮件。
This discussion is confidential. 此次讨论事关机密。
Nothing leaves this room. 出了这个房间跟谁也别说了。
Okay, that's it for now. 好, 目前情况就是这样了。
Thank you all for coming. 谢谢各位前来。
Could you stay behind? 你能留下来一会吗?

结束会议 如果要结束会议，通常先会预示会议即将结束，然后再讨论接下来每个人需要完成的任务，也就是 nextsteps 。最后主持会议的人感谢所有人的到场。用这些表达来说明会议即将结束：	
OK, I know we're all busy, so let's conclude this meeting quickly.	好的，我知道大家都很忙，所以我们快点结束吧。
I think that's about it. Let's wrap things up.	我认为差不多了。来做个总结吧。
Unless anyone has anything else, I think we're ready to talk about next steps.	如果没有人有任何别的意见，我觉得我们可以讨论下一步计划了。

用这些表达来谈论未来计划。表达未来自愿做某事时，人们会使用 will 。	
I'll follow up on finding a better location for the office.	我会继续寻找更好的办公地点。
Moving forward, we will need to learn more about our competition.	未来我们需要了解更多竞争对手的情况。

当下一步需要间接地提出命令时，经理可以用“ let's ”。	
As a next step, let's all think about ways to improve communication.	下一步，让我们想想如何改进沟通。
用这些表达来讨论保密性：	
I just want to say again that this discussion is confidential.	我只想再说一遍，这次讨论是保密的。
Nothing we've discussed here leaves this room.	所有我们在这儿说过的话都不会离开这个屋子。
用这些表达来结束会议以及感谢与会者：	
OK, that's it for now. Thank you all for coming.	好了，就到这儿。感谢大家的参加。
I think we're finished here. Thanks very much to you all.	我想我们该结束了。非常感谢诸位。
This has been a very productive meeting. I appreciate all of you being here.	这次会议非常有成效。感谢各位的参加。

看影片并回答问题 https://cns2.ef-cdn.com/Juno/13/81/24/v/138124/GE_10.1.3_v2.mp4

[JOAN] So, I just had a short meeting with our CEO, David.
[JOAN] I've been given the task of coming up with a plan of coordination between our two companies. I'll be flying out there on Monday.
[HARRY] Congratulations!
[JOAN] Thank you, Harry. Now, as I was saying, it'll be my job to get the two companies working together smoothly.
[JOAN] I'll probably be flying back and forth for the next few weeks. Todd will be in charge here whenever I'm at Sunset.
[JOAN] That's going to involve a lot of planning, and I don't have much time, so, uh, let's conclude this meeting quickly.
[JOAN] Now, where was I? Oh, yes. As a next step, in the next week or so, please keep me informed about any problems that you're having with Sunset.
[JOAN] Give me details. I'd really appreciate your input on this.
[JOAN] Let me see. I'll, uh, follow up on the idea of team building, and I'll also send an email summarizing this meeting.
[JOAN] Oh, and, uh, one more thing: This discussion is confidential. Nothing leaves this room.
[TODD] Yes, please. No talking about firing people at Sunset or flying them here. Those poor people have enough rumors to worry about already.
[JOAN] Okay. That's it for now. Thank you all for coming.
[JOAN] Uh, Todd and Simon. Could you stay behind?

Summarizing a meeting

Let's learn how to summarize a meeting.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/25/v/138125/GE_10.1.4_v2.mp4

[JOAN] Okay, so David met with the board of directors this morning. They've decided to move quickly to integrate the two companies.
[TODD] Smart move. Finally.
[JOAN] Yes. Simon made me aware of major problems there three months ago. I did tell David about it, but, CEOs sometimes just...
[JOAN] Anyway, after listening to Sally and Harry today, I wish that I'd pushed David more. Now the board is not happy.
TODD] We all should've pushed David more.
[JOAN] Yes, maybe we should have. But what's done is done. Now, I need help with a decision. The board has decided not to replace the CEO of Sunset.
[SIMON] I'm not surprised.
[TODD] It's a reasonable move. If we're integrating the two companies, we don't need two CEOs.
[JOAN] But we'll be hiring a chief operating officer for Sunset.
[SIMON] A COO? That makes sense. Someone has to be in charge over there.

[JOAN] And I was offered the job.
 [TODD] Should we congratulate you?
 [JOAN] No. I turned it down. I have a great team and family in this city. And Sunset is a mess.
 [SIMON] I'm glad that you're staying. And I think that I know why I'm in this meeting.
 [JOAN] Tell me about your friend, Ed Fife.
 [SIMON] Oh, he's wonderful. Excellent manager. His team loves him.
 [JOAN] Thanks. I'll talk to him when I'm at Sunset. Well, that's it for now. Thanks for everything, guys.
 [TODD] Any doubts or regrets about turning down the job?
 [JOAN] None.

board of directors 董事会
 integrate 合并
 replace 替代
 chief operating officer 首席运营官
 That makes sense. 那很有道理。
 I turned it down. 我拒绝了它。
 a mess 一团糟
 doubts 怀疑
 regrets 遗憾

表示问题、决定和改变的名词和动词 这里是一些动词和名词。你可以用这些词来表达对于公司问题、决定和变动的感受。

Verb	Noun
regret	regret
doubt	doubt
pressure	pressure
replace	replacement
integrate	integration
congratulate	congratulations

注意以下对话中动词和名词的不同形式：	
A: Do you regret turning down the job?	拒绝这份工作你后悔吗？
B: Yes, I do have some doubts.	是的，我犹豫过。
A: I'm under a lot of pressure right now.	我现在压力很大。
B: You mean, due to the integration of the two companies?	你是说，因为两家公司的合并？
A: Yes. I'm afraid that if I don't do my job well, they'll replace me.	是的，我担心如果我的工作做不好，他们会把我换掉。
A: Congratulations on your promotion!	祝贺你升职！
B: Thanks, but no need to congratulate me. It just means more work.	谢谢，不过不需要祝贺我，这代表我又要做更多的工作了。

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/25/v/138125/GE_10.1.4_v2.mp4

[JOAN] Okay, so David met with the board of directors this morning. They've decided to move quickly to integrate the two companies.

[TODD] Smart move. Finally.

[JOAN] Yes. Simon made me aware of major problems there three months ago. I did tell David about it, but, CEOs sometimes just...

[JOAN] Anyway, after listening to Sally and Harry today, I wish that I'd pushed David more. Now the board is not happy.

TODD] We all should've pushed David more.

[JOAN] Yes, maybe we should have. But what's done is done. Now, I need help with a decision. The board has decided not to replace the CEO of Sunset.

[SIMON] I'm not surprised.

[TODD] It's a reasonable move. If we're integrating the two companies, we don't need two CEOs.

[JOAN] But we'll be hiring a chief operating officer for Sunset.

[SIMON] A COO? That makes sense. Someone has to be in charge over there.

[JOAN] And I was offered the job.

[TODD] Should we congratulate you?

[JOAN] No. I turned it down. I have a great team and family in this city. And Sunset is a mess.

[SIMON] I'm glad that you're staying. And I think that I know why I'm in this meeting.

[JOAN] Tell me about your friend, Ed Fife.

[SIMON] Oh, he's wonderful. Excellent manager. His team loves him.

[JOAN] Thanks. I'll talk to him when I'm at Sunset. Well, that's it for now. Thanks for everything, guys.

[TODD] Any doubts or regrets about turning down the job?

[JOAN] None.

I wish that I'd pushed David more. 我希望我多鼓励一下 David 就好了。

We all should've pushed David more. 我们所有人都该多鼓励一下 David。

What's done is done. 过去的都过去了, 木已成舟

Any doubts or regrets about ... 有关.....的任何怀疑或遗憾

表达遗憾 用这些表达来询问是否有遗憾。记住, regret 这个词既可以是名词, 又可以是动词。	
Do you have any regrets about leaving the company?	离开公司你后悔过吗?
Do you regret turning down the job?	拒绝这份工作你后悔吗?
用这些表达来表示遗憾。注意, that 可用可不用。	
I wish I had accepted the job.	我要是接受这份工作就好了。
She regrets that she didn't accept the position.	她后悔没有接受这个职位。
She regrets turning down the position.	她后悔拒绝这份工作。
We should have hired the other candidate.	我们当时应该雇用另外一个候选人。
用 What's done is done. 来表示接受现实。	
What's done is done.	木已成舟。

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/13/81/25/v/138125/GE_10.1.4_v2.mp4

[JOAN] Okay, so David met with the board of directors this morning. They've decided to move quickly to integrate the two companies.

[TODD] Smart move. Finally.

[JOAN] Yes. Simon made me aware of major problems there three months ago. I did tell David about it, but, CEOs sometimes just...

[JOAN] Anyway, after listening to Sally and Harry today, I wish that I'd pushed David more. Now the board is not happy.

TODD] We all should've pushed David more.

[JOAN] Yes, maybe we should have. But what's done is done. Now, I need help with a decision. The board has decided not to replace the CEO of Sunset.

[SIMON] I'm not surprised.

[TODD] It's a reasonable move. If we're integrating the two companies, we don't need two CEOs.

[JOAN] But we'll be hiring a chief operating officer for Sunset.

[SIMON] A COO? That makes sense. Someone has to be in charge over there.

[JOAN] And I was offered the job.

[TODD] Should we congratulate you?

[JOAN] No. I turned it down. I have a great team and family in this city. And Sunset is a mess.

[SIMON] I'm glad that you're staying. And I think that I know why I'm in this meeting.

[JOAN] Tell me about your friend, Ed Fife.

[SIMON] Oh, he's wonderful. Excellent manager. His team loves him.

[JOAN] Thanks. I'll talk to him when I'm at Sunset. Well, that's it for now. Thanks for everything, guys.

[TODD] Any doubts or regrets about turning down the job?

[JOAN] None.

They've decided to move quickly. 他们决定迅速行动。
Smart move. 明智之举。
Finally. 终于。
I need help with a decision. 我做决定需要帮助。
The board has decided not to replace ... 董事会决定不更换.....
I'm not surprised. 我并不吃惊。
It's a reasonable move. 你的决定很合理。

看影片并回答问题 https://cns2.ef-cdn.com/Juno/13/81/25/v/138125/GE_10.1.4_v2.mp4

[JOAN] Okay, so David met with the board of directors this morning. They've decided to move quickly to integrate the two companies.

[TODD] Smart move. Finally.

[JOAN] Yes. Simon made me aware of major problems there three months ago. I did tell David about it, but, CEOs sometimes just...

[JOAN] Anyway, after listening to Sally and Harry today, I wish that I'd pushed David more. Now the board is not happy.

TODD] We all should've pushed David more.

[JOAN] Yes, maybe we should have. But what's done is done. Now, I need help with a decision. The board has decided not to replace the CEO of Sunset.

[SIMON] I'm not surprised.

[TODD] It's a reasonable move. If we're integrating the two companies, we don't need two CEOs.

[JOAN] But we'll be hiring a chief operating officer for Sunset.

[SIMON] A COO? That makes sense. Someone has to be in charge over there.

[JOAN] And I was offered the job.

[TODD] Should we congratulate you?

[JOAN] No. I turned it down. I have a great team and family in this city. And Sunset is a mess.

[SIMON] I'm glad that you're staying. And I think that I know why I'm in this meeting.

[JOAN] Tell me about your friend, Ed Fife.

[SIMON] Oh, he's wonderful. Excellent manager. His team loves him.

[JOAN] Thanks. I'll talk to him when I'm at Sunset. Well, that's it for now. Thanks for everything, guys.

[TODD] Any doubts or regrets about turning down the job?

[JOAN] None.

名词性从句 名词性从句在句子中做名词用。用动词+that+名词性从句来写会议总结非常有效。注意，that可用可不用。	
She proposed that the board of directors replace the CFO.	她提议由董事会取代CFO。
He decided the merger didn't make sense.	他认为并购不合理。
We all agreed that it was a reasonable move.	我们都觉得这是一个合理的变动。
I suggested we move quickly.	我建议快点行动。
注意，有些表示紧急情况或重要性的动词后面跟的是名词性从句，句中动词用的是原形。这叫 the subjunctive （虚拟语气）。	
The CEO insisted that we be on time.	CEO强调我们必须准时。
I suggested that he take the job.	我建议他接受这份工作。

Read the summary of a meeting.

Select the correct answer.

news from the meeting From:james.forrest@genuinegreen.comTo:sarah.wang@genuinegreen.com Hi, Sarah.Well, it was a very interesting meeting. There were a lot of different opinions.The COO suggested that the board move quickly to accept the government's offer. The CFO disagreed. He proposed that they wait until the financial results from the next quarter were available before making any decision. The CEO agreed that they shouldn't move too quickly, but she also decided they should schedule another meeting with the government for next week.I'll let you know what happens.Jim

Move the text to the correct gaps.

It was a very interesting meeting. There were a lot of different opinions. The COO (suggested that) the board (move quickly) to accept the government's offer. The CFO (disagreed) . He (proposed) that they wait until the financial results from the next quarter were available before making any decision. The CEO agreed that they shouldn't move too quickly, but she also decided (they should schedule) another meeting with the government for next week.

Listen to the CEO's meeting wrap up. Then write your coworker a meeting summary. Write what the decisions were and what Judy proposed at the end.

Wetakeyourprivacyseriously.Pleasedon'tshareanypersonalinformation(race,religion,healthstatus,etc.)aboutyourself.

Type in the input box. Write 50-75 words.

Example:

Hi, John.

Here's a summary of the meeting we had this morning with Judy.

First, she decided not to go forward with the merger because we still need more information. She also suggested we move quickly to get a replacement for

Ken. Finally, she proposed a team-building activity in the summer.

That's all for now. Let me know if you have any questions.