

做决定

单词

词汇	发音	词性	翻译
decide	[us]dr'said [uk]dr'said	verb	决定
suggest	[us]sə'dʒest [uk]sə'dʒest	verb	建议
choose	[us]tʃu:z [uk]tʃu:z	verb	选择, 挑选
agree	[us]ə'gri: [uk]ə'gri:	verb	接受, 批准
better	[us]'betər [uk]'betə(r)	adj.	较好的, 更好的
exciting	[us]ɪk'saɪtɪŋ [uk]ɪk'saɪtɪŋ	adj.	令人兴奋的
far	[us]fɑ:r [uk]fɑ:(r)	adj.	远的, 离得远的
honest	[us]'ɑ:nɪst [uk]'ɒnɪst	adj.	诚实的, 老实的
team	[us]ti:m [uk]ti:m	noun	队, 小组,
build	[us]bɪld [uk]bɪld	verb	建造, 修建
so	[us]soʊ [uk]səʊ	conj.	因此, 所以, 因而, 从而
most	[us]moʊst [uk]məʊst	adv.	(用以构成形容词或副词的最高级)最
best	[us]best [uk]best	adj.	最好的
farthest	[us]'fɑ:rðɪst [uk]'fɑ:ðɪst	adv.	最远地
cheap	[us]tʃi:p [uk]tʃi:p	adj.	便宜的
near	[us]nɪr [uk]nɪə(r)	adj.	近的
expensive	[us]ɪk'spensɪv [uk]ɪk'spensɪv	adj.	贵的
projector	[us]prə'dʒektər [uk]prə'dʒektə(r)	noun	放映机, 投影仪
meeting	[us]'mi:tɪŋ [uk]'mi:tɪŋ	noun	会议, 集会, 会
facility	[us]fə'sɪləti [uk]fə'sɪləti	noun	设施, 设备
department	[us]dr'pɑ:rtmənt [uk]dr'pɑ:rtmənt	noun	部门

venue	[us]'venju: [uk]'venju:	noun	聚集地点; 会场; (尤指)体育比赛场所
presentation	[us],pri:zen'teɪʃn [uk],prezn'teɪʃn	noun	展示
recommend	[us],rekə'mend [uk],rekə'mend	verb	建议, 推荐
conference	[us]'kɒnfərəns [uk]'kɒnfərəns	noun	会议, 大会
mention	[us]'menʃn [uk]'menʃn	verb	提到, 说起
discuss	[us]dɪ'skʌs [uk]dɪ'skʌs	verb	讨论, 探讨
TRUE	[us]tru: [uk]tru:	adj.	事实上的

比较选择

在本课中，我们将练习比较不同的选择。

比较选择	
您或许熟悉两种比较方法。一种是 than 搭配 more + 形容词 ，还有一种是像 bigger （更大）和 better （更好）这样的单词。	
Bangkok is more expensive than New Delhi.	曼谷比新德里更费钱。
Spain is a better place for the conference.	西班牙是更适合举办会议的地方。

我们也可以使用 as + 形容词 + as 的结构来进行比较。	
New Delhi isn't as expensive as Bangkok.	新德里没有曼谷费钱。
New York isn't as far as Los Angeles.	纽约没有洛杉矶远。
这一短语常用于否定，它有多种构成方式。	
Berlin isn't as exciting as London.	柏林没有伦敦令人激动。
Berlin's not as exciting as London.	柏林没有伦敦令人激动。

介绍观点的有用短语	
我们在介绍观点时，有许多词汇和短语可用于告诉他人我们要说的事情。在开始新的话题， So 就非常有用。	
So, the conference is next month.	这么说，会议是在下个月。
So, we're having a meeting later today.	那么，我们是今天晚些时候开会。
要提出观点，我们可以使用像 For me 这样的短语。	
For me, Rio is a better location.	在我看来，里约热内卢是更好的地方。

在表示同意或部分同意时，我们也可以使用 True 和 Yes, but 这种有用的词汇和短语。	
A: London's not as hot as Paris in the summer.	伦敦夏天没有巴黎热。
B: True.	没错。
A: London's not as hot as Paris in the summer.	伦敦夏天没有巴黎热。
B: Yes, but Paris isn't as expensive.	是的，可巴黎没有伦敦费钱。
像 Well 和 Hmm 等词可以给我们时间思考接下来要说的话。	
A: Which place is better?	哪个地方更好？
B: Well, Moscow is very nice.	嗯，莫斯科非常漂亮。
A: Which location is cheaper?	哪个地方更便宜？
B: Hmm. I'm not sure.	嗯，我不确定。

做决定

在本课中，我们将决定会议地点的最佳选择。

请选择一张卡片并听音频。



the nearest:最近的



the best:最好的



the most expensive:最贵的



the cheapest:最便宜的



the farthest:最远的

最高级	
我们知道您掌握了使用 as ... as 和 more than 比较两个事物的方法。当您想表达一个事物比所有其他事物都好时，可以使用最高级。	
Tokyo is the best choice.	东京是最好的选择。
Rio is the cheapest city.	里约热内卢是最便宜的城市。
有的比较级和最高级构成方式规则，分别为 + er 和 the + 形容词 + est 。	
cheap – cheaper – the cheapest	便宜的 - 更便宜的 - 最便宜的
far – farther – the farthest	远的 - 更远的 - 最远的
expensive – more expensive – the most expensive	费钱的 - 更费钱的 - 最费钱的
其他的比较级和最高级构成方式不规则，必须背诵识记。	
good – better – the best	好的 - 更好的 - 最好的

表示异议的不同方法	
表达异议时，我们应该礼貌地提出。例如，我们可以提出疑问，而不是直接加以陈述。	
A: I think LA's the best city.	我认为洛杉矶是最好的城市。
B: Really? For me, it's not as exciting as New York!	真的吗？在我看来，它没有纽约令人激动！
A: Paris is so boring.	巴黎非常无聊。
B: Do you really think so?	你真这样认为吗？
表示异议前，我们可以使用一个短语，提醒对方即将要说的话。	
A: I think Rio is the best location.	我认为里约热内卢是最好的地方。
B: To be honest, I think Tokyo's better.	坦白讲，我认为东京更好。
A: I love New York.	我非常喜欢纽约。
B: To be honest with you, I'm not a fan.	坦白跟你说，我不喜欢纽约。

听取主要思想
<p>When you are listening to someone, the most important thing to understand is the person's main idea or decision. Look for the phrases you've just learned to indicate what the speaker's meaning is. For example, when you hear the phrase to be honest, you should expect disagreement afterward. When you hear I think that, you should listen for the speaker's opinion afterward. Listen to the speaker below. What venue does the speaker think is best?</p>
<p>Our discussion today was excellent! Thanks for all of your ideas. I've been thinking over what everyone said, and I've made my decision. To be honest, New York City is just too expensive. We don't have the budget this year. Paris is too far. Sorry, Marta! I think that Atlanta is the best place for our conference. It's the closest and much less expensive.</p>
即使你不理解很多单词，你能理解最后的选择是 Atlanta 。

讨论细节

在本课中，我们将学习如何推荐和提出建议。

请选择一张卡片并听音频。



venue:场所



facilities:设施



presentation:展示



team building:团队建设



meeting:会议



department:部门



projector:投影仪

提出建议和推荐	
在组织会议等活动时，动词 recommend （推荐）和 suggest （建议）非常有用。	
A: So, first, about the venue. What would you suggest?	那先说说场地。你有什么建议？
B: I'd recommend the Lowatt Hotel. It's the best in Rio, and it has the mostmodern conference facilities, too.	我推荐 Lowatt hotel 酒店。这是里约热内卢最好的酒店，而且拥有最先进的会议设施。
我们使用动词 would 或其缩写形式 'd 与这些动词搭配，让建议听起来更礼貌更中听。	
A: OK, and how many days do we need?	行，那我们需要几天？
B: I'd suggest three days - one for the presentations, one for the teambuilding and one for smaller meetings.	我提议三天，一天做演示，一天进行团队建设，还有一天召开小规模会议。
我们可以建议或推荐具体的事物。	
I'd recommend a large projector.	我推荐使用一台大的投影仪。

或者我们可以用 recommend + that 或 suggest + that , 建议一种行动。	
I'd recommend that we get a large meeting room.	我建议我们找一间宽敞的会议室。
I'd suggest that we travel in June.	我建议我们六月去旅行。

总结决定

在本课中，我们将学习如何总结我们的计划。

寻找关键词
阅读英语看起来似乎很难，但好消息是您不需要每个词都认识，只要认识重要的词就可以了。如果您想知道今年在哪里开会，哪些关键词有助于理解这个句子？
As I mentioned in Monday's meeting, we're going to Moscow for the conference this year!
您或许只需要 going 、 Moscow 和 conference 三个关键词。如果您知道自己要找什么信息，就用不着每个单词都看了。

注意关键词，迅速阅读邮件。

请选择正确的答案。

From Dear all, As I mentioned in Monday's meeting, we're going to Moscow for the conference this year! We've decided that we're going to stay for five days at the Praga Hotel. This is the longest conference we've had, so that's pretty exciting! It's a really nice venue, with excellent facilities, a really big conference room and a few smaller rooms for breakout sessions. As discussed in the meeting, there will be presentations from all departments about what they are working on at the moment, and one day for team building, too. If you have any questions, just let me know! Biggy

请把词条移至正确的间隔处。

Dear all,

As I (mentioned) in Monday's meeting, we're going to Moscow for the (conference) this year! We've decided that we're going to stay for five days at the Praga Hotel. This is the longest conference we've had, so that's pretty (exciting) !

It's a really nice (venue) , with excellent (facilities) , a really big conference room and a few smaller rooms for breakout sessions. As discussed in the meeting, there will be presentations from all departments about what they are working on at the moment, and one day for (team building) , too.

If you have any questions, just let me know!

Biggy

提及说过的事情
在会上做出决定后，使用类似短语回顾您说过的事情。这些短语在商务写作中尤为有用。
As I mentioned in Monday's meeting, we're going to Moscow for the conference this year!
如我在周一会上所提到的，我们今年打算去莫斯科开会！
As discussed in the meeting, there will be presentations from all departments.
如会上所讨论的，所有部门都会做演示。

宣布决定
使用 decide 、 choose 和 agree 等动词宣布已经做出的重要决定。
We've decided to book three rooms.
我们决定预订三个房间。
We've chosen to have presentations on the first day.
我们决定第一天做演示。
We agreed to have the conference on the 5th.
我们决定把会议安排在五号。
如您看到的，所有这些动词都可接 to 后再接动词。

请选择正确的答案。

From Dear managers, As mentioned in the Friday morning managers' meeting, we've decided to have this year's conference in Tijuana, Mexico, as it was the cheapest option and the nearest to the office. We're really excited, and we're sure it's going to be even better than last year's! We've decided to have the conference at The Estrella, as it's the best hotel in the city and it's got excellent facilities. As discussed, we're going to use two main meeting rooms for the

presentations. This year's conference will last three days in total. We've chosen to have three main presentations this year – from marketing, finance and advertising. We've also decided to have team building on the last day, so everyone can enjoy themselves and get to know one another. If you have any questions, just let me know. Ziggy

阅读你的会议记录。然后给你的公司的管理者写电子邮件。给出会议的详细信息。我们会严肃地对待您的隐私。请勿将关于自己的个人信息（种族、宗教、健康状况等）与别人分享。

输入到输入框。写40-60个单词。

Example:

As mentioned in Friday's meeting, this year's conference will be in Miami Beach, Florida. It's the cheapest place and the nearest to our offices here.

It will be at the Isla Larga Hotel, the best hotel in the city. It has excellent facilities. We'll use their two main conference rooms.

If you have any questions, just let me know.

Harry