

【1】考研英语作文是英文来书写题目的，所以考生必须得识别题目要求完成的任务，会议纪要的英文为 **Meeting Minutes**

【2】会议纪要概述

- 1) 会议纪要针对会议中发生内容**总结性和概括性**的记录。
- 2) 会议纪要记录了**过去**的行为活动、决策过程。
- 3) 记录的内容必须完整、简洁、客观。最好用**正式语言**以及**多用过去式**。
- 4) 会议纪要不可用**第一人称**。

【3】文体格式和行文构思

(1) 开头部分：

会议纪要需包含 6 大要素：会议的**标题**、**时间**、**地点**、**出席和缺席人员**，以及**会议主持者**，具体格式如下：

Minutes of the XX's Meeting (标题)

Date:

Place:

Present:

Absence:

The XX's meeting was held at the XX 地点, XX 时间. **The meeting was called to order and presided over by** 主持人.

注意：以上示例中，加粗部分的表达为固定内容。

举例：

Minutes of the Students' Union's Meeting (标题)

Date: December 24, 2022 (会议日期)

Place: Meeting Room 301

Present: All members of the Students' Union (出席人员)

Absence: None (缺席人员，若无人缺席直接写 None)

The Students' Union's meeting was held at the Meeting Room 301, 1:30 p.m., December 24, 2022. **The meeting was called to order and presided over by** the president of the Students' Union, Zhang Wei.

(2) 正文部分：

正文部分描写会议细节，主要记录会议的流程，清晰写出环节名称，并可用阿拉伯数字进行排序，如“1. Report “,” 2. Group Discussion “等，以及流程中每个环节的内容即“谁做了某事”。其中每个大的流程为一段即可。

1) 参考句型：

... reported on...

... had a heated discussion about...

... mentioned/proposed/suggested that ...

... had a consensus that/about...

... were divided into ...groups to do...

2) 举例:

1. Report

XX reported on XX and XX...

2. Group Discussion

All members were divided into XX groups and XX

(3) 结尾部分:

最后一段写明会议结束时间。(该句表达固定)

The meeting was **adjourned** at XX 时间.

(4) 落款部分:

记录人可写为“姓名+身份”，也可不写。

左对齐，第一行为记录人姓名，第二行为该记录人职位

【4】模拟题

模拟题 1:

Directions: Suppose the Students' Union held a meeting about the upcoming art festival next week. You are required to write meeting minutes.

范文 1:

Minutes of the Students' Union's Meeting

Date: December 24, 2022

Place: Meeting Room 301

Present: All members of the Student Union

Absence: None

The Students' Union meeting was held at the Meeting Room 301, 1:30 p.m., December 24, 2022. **The meeting was called to order and presided over by** the host, Zhang Wei. The theme of the meeting was how to prepare the art festival.

1. Report

The president reported on the preparations for the festival and mentioned a few problems including the shortage of manpower and site planning.

2. Group discussion

All members were divided into 4 groups and they were led by the group leader to have a serious and heated discussion about the problems. Every group proposed and explained its own site design ideas. Besides, they had the consensus that 6 volunteers should be recruited within 2 weeks, and got the approval of the president.

The meeting was **adjourned** at 5:00 p.m., and the next meeting was scheduled for next month.

Li Ming

Secretary

模拟题 2

Directions: Suppose there was a reading session in your university last week. You are required by

the reading club to write meeting minutes.

范文 2:

Minutes of the Reading Session

Date: December 24, 2022

Place: Meeting Room 301

Present: Zhang San, Li Si, Wang Mazi, Jone Smith, Carl Parker, Lee Baker, Li Ming, Zhang Wei

Absence: John Walker

The reading session was held at the Meeting Room 301, 1:30 p.m., December 24, 2022.

The meeting was called to order and presided over by the host, Zhang Wei. The theme of the session was how reading could change your life.

1. Members' reading report

Five members of the reading club reported on the books they read last month and the enlightenment they got. All members took turns to briefly introduce the book which they like most.

2. Group discussion

All members were divided into 3 groups to have a heated discussion about the theme and every member was required to express his or her own opinion.

3. Speech contest

The members recommended by the group were representatives to participate in the speech contest. Group leaders were judges and gave scores and remarks for each contestant. Finally, Zhang San won the first prize.

The meeting was **adjourned** at 6:00 p.m.

Li Ming

Secretary