

職場勝出基本功，英語實力『加倍奉還』！



【數位學習版】

本書內容支援發音點讀筆
內附雙重功能DVD-ROM
1. 電腦互動光碟 2. 全文朗讀MP3

上班族不能不會的 開會 + 簡報 即用英語

Essential English
for Meetings and
Presentations

跨國會議、英語簡報，通通不再是問題！

看影片
現場實況
學英語



行銷會議



腦力激盪



商務簡報



業績報告

實用句 + 簡報圖表 + 實用會話 + 影片互動
一次精彩的英語簡報，讓你馬上職場翻身！

Section 1

開會英語

- 籌備會議、撰寫會議通知 & 議程、用英語主持會議、開會英語關鍵話術、腦力激盪會議
- 視訊會議、行銷會議、產品宣傳計畫會議、產品開發討論會、合作提案會議、與客戶開會
- 營運計畫會議、年度預算會議、股東會議、撰寫會議記錄

Section 2

簡報英語

- 簡報基本要素、商務簡報製作、用英語做商務簡報、公司簡介與導覽
- 介紹公司組織圖、突顯競爭優勢、爭取合作機會、參展籌備、產品發表會
- 介紹產品特色、產品宣傳計畫、業績報告、年度預算報告、展望報告

LiveABC
英語數位學習第一品牌

Section One: Meeting English



CHAPTER

2

At a Meeting

開會現場



2-1 用英語主持會議

Keeping a Meeting Focused

- Part A 切入正題
- Part B 細節討論

PLAY ALL 7

➤ 主持會議必備句

切入主題

- We have a lot to discuss this morning. **Let's jump right into it.**
我們今天上午有很多東西要討論。就直接切入重點吧。
- **We'll open by discussing office policy.**
我們就從討論辦公室制度開始吧。

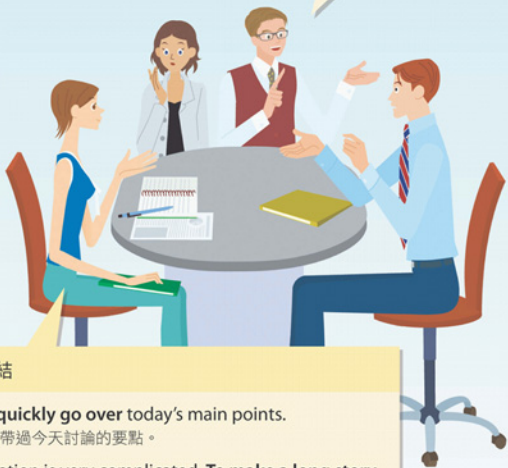
將發言權交給他人

- Paul Wilson will present the new sales figures. Paul, **the floor is yours.**
保羅·威爾森將簡報新的銷售數據。保羅，發言權就交給你。



避免與會者發言離題

- **I'm sorry, but that's not on the agenda today.**
不好意思，但那並不在今天的議程裡。
- **Sorry to interrupt, but shouldn't we get back on topic?**
抱歉打斷一下，不過我們是否該回到正題上了呢？
- **I'd like to hear your input, but we need to discuss the issue at hand.**
我很想聽聽你的想法，但我們必須討論手邊這項議題。
- **I understand where you are coming from, but we can discuss that later.**
我了解你的意思，但我們可以稍後再討論。



歸納總結

- **Let me quickly go over today's main points.**
讓我迅速帶過今天討論的要點。
- **The situation is very complicated. To make a long story short, we'll have to change venues for the promotion.**
情況非常複雜。簡言之就是我們必須變更這次促銷活動的場地。
- **We've agreed (not) to move our factory to Indonesia.**
我們同意（不）把工廠遷到印尼。

2-1

用英語主持會議 Keeping a Meeting Focused

PLAY ALL MP3 05

Part A

切入正題



公司新一代的掌上型遊戲即將發表上市，行銷總監馬克（Mark）召開會議討論發表會的準備進度……

M = Mark T = Ted J = Jane

M: Ted, Jane. Good morning. Thank you for being so **prompt**¹.

T&J: Morning.

M: Since we're all here, let's jump right into it, then. We'll open by going over any final issues with our new **hand-held**² gaming system, MS5, and then discuss how we'll present it to the public. Jane?

J: We've **worked out** the Internet connection **bug**³. Now we just have to finalize the design. That's you, Ted. **The floor is yours**.

T: Thanks, Jane. I have two possibilities for the final design. (*shows pictures on PowerPoint*)

J: Our company's president has given **input**⁴ on the designs and has approved them both.

T: I like the one on the left but not the one on the right. It looks too busy.

泰德、珍，早安。謝謝你們這麼準時。

早安。

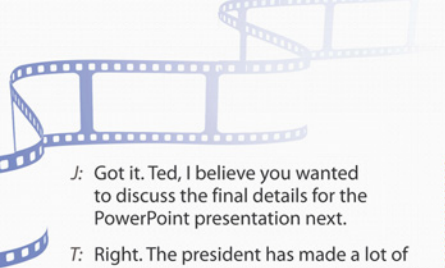
既然我們都在這了，讓我們直接切入重點吧。一開始我們將討論我們最新型掌上型遊戲系統 MS5 最後階段的問題，接著討論該如何將它發表上市。珍？

我們已經解決網路連結的程式錯誤，現在我們只需要完成設計。泰德，這是你負責的。發言權就交給你了。

謝謝你，珍。我有兩個可能的方案可以作為最後的設計。（在 PowerPoint 簡報上展示照片）

我們公司的總裁對設計提供了一些想法，並且已批准這兩個方案了。

我喜歡左邊的設計，不喜歡右邊的。那看起來太繁雜了。



J: Got it, Ted, I believe you wanted to discuss the final details for the PowerPoint presentation next.

T: Right. The president has made a lot of demands, and I have some things to say about them.

M: I'd like to hear your input, but let's go over the presentation schedule first.

T: OK. We'll **unveil**⁵ the new **console**⁶ **onstage**⁷ after a brief introduction. Then we'll give a brief PowerPoint presentation on all of its features.

我了解了。泰德，我想你應該在下次的簡報中討論最後的細節。

是的。總裁有很多要求，而我對那些要求也有些想法。

我很想聽聽你的想法，但我們先回到簡報議程上吧。

沒問題。我們將會在簡短的介绍之後，在台上發表最新的遊戲主機。之後我們有精簡的PowerPoint簡報來說明它所有的特色。

Vocabulary

PLAY ALL 6

1. **prompt** [prɒmpt] *adj.* 準時的

The president of the company asked everyone to be **prompt** for the meeting.

2. **hand-held** [ˈhænd.hɛld] *adj.* 掌上型的；手提式的

My **hand-held** video camera is small enough to fit in my pocket.

3. **bug** [bʌg] *n.* (電腦程式中的) 錯誤

The engineers worked all night to fix the software **bug**.

4. **input** [ˈɪn.pʊt] *n.* 意見；評論

Paula got **input** from the CEO about her project.

5. **unveil** [ʌnˈveɪl] *v.* 揭露；向公眾透露

We will **unveil** our new product at the expo next month.

6. **console** [ˈkɒn.səʊl] *n.* 操縱台；(遊戲)主機

Billy got a new game **console** for his birthday.

7. **onstage** [ˌɒnˈstɛdʒ] *adv.* 在舞台上；在台上

The actor slipping **onstage** added unintentional humor to the play.



2-1 用英語主持會議

Keeping a Meeting Focused

PLAY ALL  MP3 06

Part B

細節討論



馬克繼續帶領行銷部的同仁討論新產品發表會的相關活動……

M = Mark T = Ted J = Jane

M: So it looks like everything is set, right?

T: No, wait! You haven't heard about our big **reveal**¹! We're going to tell everyone to feel under their chair, and they'll find a free MS5 that's been **taped**² to their seat!

J: Wow. Can we afford that?

T: Yes! The president has agreed to give us as many as we want. The only issue is our unveiling has to **coincide with**³ the release of our company's new computer operating system.

M: Since our presentation is in July, the timing should be perfect.

T: Yeah. The president is really happy for the additional **exposure**⁴. He thinks it's great **advertising**⁵.

M: The **buzz**⁶ surrounding the operating system will likely help with sales of the MS5, too.

看來一切都準備妥當了，對吧？

不，等等！你還沒聽聽關於我們大型發表會的想法呢！我們會要每個人感受一下他們的座位底下有什麼，他們會拿到一個已綁在座位上免費的 MS5！

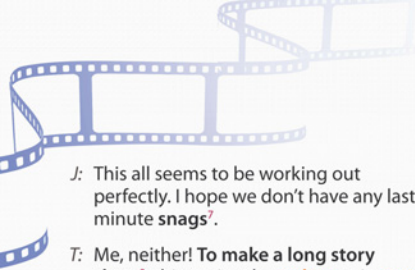
哇！我們負擔得起嗎？

是的！總裁已經同意提供我們所需的數量。唯一的問題就是我們的發表時間必須和公司新的電腦作業系統的發行時間一致。

既然我們的簡報是在七月，時間點是完美的。

是的。總裁對於額外的曝光率感到開心。他認為這是很棒的宣傳。

圍繞在作業系統的熱潮也將有助於 MS5 的銷售。



J: This all seems to be working out perfectly. I hope we don't have any last-minute **snags**⁷.

T: Me, neither! **To make a long story short**⁸, this project has **taken quite a toll on** me.

M: Too many late nights?

T: **You can say that again!** I think I've kept the café next door in business all by myself with all the coffee I've had!

這一切似乎都會進行得很順利。希望不會到最後一刻才出現什麼障礙。

希望如此！總而言之，這個專案讓我付上不少代價。

晚上太常加班嗎？

沒錯！我想我個人在隔壁咖啡店的大量消費就足以讓它生存下去了！

Vocabulary

PLAY ALL 6

- 1. reveal** [riˈvi:l] *n.* 揭示；發表
After the company's **reveal** of its new tablet computer, its stock prices went up.
- 2. tape** [teɪp] *v.* 黏住；綁住
Jane **taped** the envelope and sent it out.
- 3. coincide with** 與……一起；與……一致
The fireworks display will **coincide with** the start of the new year.
- 4. exposure** [ɪkˈspəʊʒə] *n.* 曝光（率）
In order to gain more **exposure**, the charity planned a huge event in the town.
- 5. advertising** [ˈædvɜː.taɪzɪŋ] *n.* 廣告
Henry wanted to work in **advertising** someday.
- 6. buzz** [bʌz] *n.* 風潮；熱潮
The new game console is causing a lot of **buzz**.
- 7. snag** [snæg] *n.* 意料不到的阻礙
There is just one small **snag**—we don't have enough money.
- 8. to make a long story short** 長話短說
To make a long story short, I can no longer be in charge of this project.



work out 順利進行

work out 在這裡是指「順利進行」的意思，其他常見用法還有「鍛練身體；做運動」、「計算；算出」等。

- Though several unexpected guests arrived, the dinner party **worked out** because many brought food with them.

雖然來了幾位意外訪客，晚宴依然順利進行，因為許多人帶了食物來。

2. *The floor is yours.* 發言權交給你。

此語常用於會議中，一般應由主席提出，表示會議的下一個議題或階段將由另一成員發言。亦可說成：You have the floor.。

- We have heard from Mr. Smith, thank you. Ms. Turner, **the floor is yours.**

我們已經聽了史密斯先生的報告，謝謝。透納女士，發言權交給妳了。

3. *take a toll on* 對……造成損失、破壞

此語用來表示某事物具有破壞性，會造成毀壞、損毀。也常寫成 **take its toll**，介系詞 **on** 後面加上承受損失、破壞的對象。

- Long work hours and too little sleep are **taking a toll on** the quality of Steven's work.

長時間工作和睡眠不足影響了史蒂芬的工作品質。

4. *You can say that again!* 沒錯！

這個句子在口語裡表示「沒錯；我也同意」的意思。

A: It's so cold outside! 外面好冷喔！

B: *You can say that again!* 的確。



● 會議基本流程

PLAY ALL

來看看主持會議應掌握哪些基本流程。

