

## 會議常用英語

不論是正式(formal)或非正式(informal)會議，在召開之前，都必須先考慮開會的原因和目的(reasons/purpose of the meeting)，以及是否有召開的必要，然後才開始著手進行規劃。以下的核對清單(checklist)將可幫助您在籌備會議時更加得心應手：

- ★Type of the meeting 會議形式：project meeting 專案會議、budget meeting 預算會議、brain-storming meeting 腦力激蕩會議、board meeting 董事會、committee meeting 委員會會議、action meeting 行動會議、briefing meeting 簡報會議
- ★Purpose of the meeting 會議目的：agenda 議程、negotiate 談判、plan 規劃、solve a problem 解決問題、make a decision 作決定
- ★Time and place 時間地點：包括開會日期(date)、地點(place)、開會時間長度(length of time)
- ★Attendees 與會人員：事先發開會通知(meeting notice)和議程(agenda)、誰擔任主席(chairman)，誰作會議記錄(take the minutes)、是否有來賓(guest)或演講者(speaker)。(來源：最老牌的英語學習網站 EnglishCN.com)
- ★Facilities and equipment 設備：除了會場所需設備外，有時還必須考慮是否提供茶點(refreshments)、餐點(meal)，以及停車位(parking space)等。

## 常用字彙

hall 大會堂

conference room 會議廳

podium 講臺

public gallery 旁聽席

notice board 佈告牌

to convene 召開

by-laws, constitution, statutes 章程

rules of procedure 議事規則  
procedure 程式  
agenda 議程  
timetable, schedule 日程表，時刻表  
item on the agenda 議程項目  
other business 其他事項  
to place on the agenda 列入議程  
working paper 進行中的文件（草案）  
opening 開幕  
the sitting is open 會議開幕  
appointment 任命  
to appoint 任命，委派  
speaker 報告人  
to make a speech, to deliver a speech 做報告，演講  
to ask for the floor 要求發言  
to give the floor to 同意...發言（美：to recognize）  
to take the floor, to address the meeting 發言  
declaration, statement 聲明  
Am I in order? 我這樣做，符合議程規定嗎？  
call to order 要求遵守秩序  
to raise a point of order 提出程序問題  
stand 立場，主張  
consensus 共識  
proposal 建議  
to table a proposal 提出建議  
clarification 澄清  
comment 評論  
to second, to support 贊成  
to adopt 通過

to oppose 反對  
to raise an objection 提出異議  
to move an amendment 提出修正案  
to amend 修正  
second reading (法案、議案的)二讀  
substantive motion 實質性的動議  
decision 決定  
ruling 裁決  
to reject 拒絕，駁回  
resolution 決議  
draft resolution 決議草案,提案  
first draft, preliminary draft 草案初稿  
motivations 表明動機  
report 報告  
factual report 事實報告  
minutes, record 記錄  
summary record 摘要紀錄  
verbatim record 逐字紀錄  
memorandum 備忘錄  
to postpone, to put off 推遲，延期  
closure 閉幕式  
closing speech 閉幕詞  
to adjourn the meeting, to close the meeting 散會

## **Conference English (being the chair)**

### 1. 宣佈會議開始

Good morning/afternoon everyone. If we are all here, let's get started/ start the meeting/start.

I'd like to call the meeting to order.

Since everyone's here, shall we get started?

2. 歡迎和介紹出席人員

Please join me in welcoming (name of participant).

We're pleased to welcome (name of participant).

It is with great honor that I introduce tonight's speaker.

3. 揭示討論要點，開始議題討論

Today, we are going to discuss.....

Allow me to set out the main issues for you.

We have a full agenda today. So let's start with...

I'd suggest we start with...

Shall we move on to the next item on the agenda?

Let's turn to the second issue.

4. 請人發言或表示意見

To discuss this matter, I'd like to call on Mr. Chang.

Would anyone like to give their ideas on this?

Could we have your comment?

I'm sorry to cut you off, but I'm afraid we are getting side tracked.

Shall we get back to the main point?

I wonder if Mr. Chang could clarify this point.

Could you elaborate on that?

Whose turn is it to take the floor?

Mr. Lin, I'd like you to take the floor.

5. 表達反對或贊成意見

Has anyone got any objection to this regulation?

Those against, raise your hands.

Are we all agreed?

6. 結束會議

Is there any other business?

Right, it looks as though we've covered the main items. If there are no other comments, I'd like to wrap this meeting up.

The meeting is finished, and we'll see each other next...

## Conference English (being the attendee)

### Getting the Chairperson's Attention 引起會議主席的注意

(Mister/Madam) chairman.

May I have a word?

If I may, I think...

Excuse me for interrupting.

May I come in here?

### Giving Opinions 表達意見

I'm positive that...

I (really) feel that...

In my opinion...

The way I see things...

If you ask me,... I tend to think that...

Mr. Chairman, may I have the floor?

I'd like to make a point.

### Asking for Opinions 詢問意見

Are you positive that...

Do you (really) think that...

(name of participant) can we get your input?

How do you feel about...?

### Commenting 做出評論

That's interesting .

I never thought about it that way before.

Good point!

I get your point.

I see what you mean.

### Agreeing 表示同意

I agree with you.

I'd like to support Mr. Chang's remarks

Are you for or against this proposal?

I totally agree with you.

Exactly!

That's (exactly) the way I feel.

I have to agree with (name of participant).

### **Disagreeing** 表示異議

Unfortunately, I see it differently.

Up to a point I agree with you, but...

I'm sorry, but I don't agree with you.

I strongly oppose that plan because, the way I see it, first of all, ..., secondly, ....

(I'm afraid) I can't agree

### **Advising and Suggesting** 提出建議

Let's...

We should...

Why don't you....

How/What about...

I suggest/recommend that...

### **Clarifying** 澄清

Let me spell out...

Have I made that clear?

Do you see what I'm getting at?

Let me put this another way...

I'd just like to repeat that...

### **Requesting Information** 請求資訊

Please, could you...

I'd like you to...

Would you mind...

I wonder if you could...

### **Asking for Repetition** 請求重複

I'm afraid I didn't understand that. Could you repeat what you just said?

I didn't catch that. Could you repeat that, please?

I missed that. Could you say it again, please?

Could you run that by me one more time?

### **Asking for Clarification** 要求澄清

I don't quite follow you. What exactly do you mean?

I'm afraid I don't quite understand what you are getting at.

Could you explain to me how that is going to work?

I don't see what you mean. Could we have some more details, please?

### **Asking for Verification** 請求確認

You did say next week, didn't you? ('did' is stressed)

Do you mean that...?

Is it true that...?

### **Asking for Spelling** 請求拼寫

Could you spell that, please?

Would you mind spelling that for me, please?

### **Asking for Contributions** 請求賜教

We haven't heard from you yet, (name of participant).

What do you think about this proposal?

Would you like to add anything, (name of participant)?

Has anyone else got anything to contribute?

Are there any more comments?

### **Correcting Information** 更正

Sorry, I think you misunderstood what I said.

Sorry, that's not quite right.

I'm afraid you don't understand what I'm saying.

That's not quite what I had in mind.

That's not what I meant.

### **Keeping the Meeting On Target** 掌握正題

We're running short of time.

Well, that seems to be all the time we have today.

Please be brief.

I'm afraid we've run out of time.

I'm afraid that's outside the scope of this meeting.  
Let's get back on track, why don't we?  
That's not really why we're here today.  
Why don't we return to the main focus of today's meeting.  
We'll have to leave that to another time.  
We're beginning to lose sight of the main point.  
Keep to the point, please.  
I think we'd better leave that for another meeting.  
Are we ready to make a decision?

<http://www.en8848.com.cn/BEC/use/meeting/>

## 正式場合正式外交用語

1. Ladies and gentlemen 如果在場只有一位先生或女士仍採用複數
2. I should like to take this opportunity to thank you, Mr. Chairman and other delegates for your kind words of welcome.
3. This is the first time at an annual session that I take the floor following the accession of the ROC in 1998.
4. During the plenary session, a number of ideas and suggestions have been put forward.
5. Frankly speaking, the controversial statement by the Canadian representative made my delegation unhappy.
6. Serious concerns were expressed regarding these measures and their implications.
7. My delegation would like to propose that representatives reflect further on the matter and that the Committee reverts to this item at its next meeting.
8. I would suggest that the Committee conclude its deliberation for the time being and leave open the possibility of returning to the subject at a future appropriate occasion.
9. My Government attaches a great importance to this problem but has no final opinion at this stage and considers that this matter should be dealt with at the special meeting.



10. We intend to fully abide by our obligations under the Agreement.
11. I do believe that the ROC's security and prosperity share common political and economic values and are closely linked with those of the whole Western society.
12. We could support the U.S. proposal as a starting point of our further negotiation.
13. My delegation is not able to associate itself with the document and reluctantly cannot accept it.
14. The law came into effect in January 1999.
15. We are convinced that this measure is compatible with the objectives and the spirit of the Agreement.
16. My delegation has participated actively in the discussion in a spirit of cooperation and compromise and has hoped that agreement could be reached on this matter.
17. My delegation considers the proposal tabled by the U.S. delegation as not appropriate and might be counter-productive.
18. My delegation had voted against the resolution because it was unilateral and essentially political in nature.
19. I wish to confirm that my authorities share the view that this matter should be resolved bilaterally.
20. Educational issues have long been a focus of serious concern for the government and the people.
21. The ROC wishes to make its position absolutely clear on this matter.

改寫自以下連結：

<http://www.certifiedchinesetranslation.com/tc/English/meeting01.htm>

<http://www.certifiedchinesetranslation.com/tc/English/meeting03.htm>

<http://www.certifiedchinesetranslation.com/tc/English/meeting04.htm>