

國際學術會議 英語口語 100 句

第一章 大型會議開幕式 宣佈開幕、歡迎詞及賀詞

1 開場問候

- (1) Mr. President of the Congress, President A and distinguished guests:
尊敬的大會主席先生、會長 A 和貴賓們。
- (2) Dr. (Professor) A, Dr. (Professor) B, ladies and gentlemen.
A 博士（教授）、B 博士（教授），女士們，先生們。
- (3) Mr. Chairman, fellow delegates, friends.
主席先生、同仁們、朋友們。

2 宣佈開會

- (4) I am very pleased and honored to declare... (the conference) open.
我很高興和榮幸地宣佈... 開幕。

3 來賓在開幕式上致辭。

- (5) I am greatly honored to give the opening address/speech at this ... (3rd) International Congress of ABC here in Tokyo.
我深感榮幸可以在東京舉辦的第... 次 ABC 國際大會上致開幕詞。

4 主辦單位對參會者致歡迎詞。

- (6) On behalf of the ABC society, I am delighted to welcome all of you to the ... (1st) International Symposium of XYZ.
我很高興代表 ABC 學會歡迎大家來參加第... 屆 XYZ 國際學術會議。
- (7) You have come all the way for this conference. Thank you very much for your attention/participation.
各位遠道而來參加會議，非常感謝。

5 參加者對主辦單位表示讚賞。

- (8) Thank you for your invitation and warm hospitality.
謝謝你們的邀請和盛情款待。

6 介紹會議的背景。

- (9) The history of this gathering/conference goes back to September 1982, when it first became apparent to us that developments in the field of ABC had become so important that a conference seemed mandatory.
此次會議的起源可以追溯到 1982 年 9 月，當時 ABC 領域已經出現很多重要的發展，許多人都覺得組織一個會議來進行討論顯然是必要的。

7 介紹會議的目的和期望。

- (10) The goals of this Conference are threefold. First, it should provide a forum for the exchange of information between participants in this

interdisciplinary meeting. Second, it should provide an opportunity to establish and renew personal relationships between participants. And finally, it should stimulate the interest and ambition of participants from all over the world to cooperate in their efforts.

這個會議的目標有三重。第一，它希望在這個跨學科的會議上為與會者提供資訊交流的平台。第二，它希望為與會者提供一個重溫舊情並結交新友的機會。最後，它希望激勵來自世界各地的與會者有興趣和動力相互合作。

- (11) It is the aim of this conference to bring together mainly those who have contributed over a period of years to this subject. Our purpose here is to define the present status of knowledge concerning ABC in five different field. First..... Second..... third..... fourth..... finally.....

這個會議的目標主要是將在幾年期間對這個課題已作出貢獻的各位集合在一起。我們的目的是說明有關 ABC 在五個不同領域中的認識現狀。

- (12) This conference will focus on the discussion of the various aspects of ABC.

這個會議將主要討論有關 ABC 的各個方面。

- (13) I hope that this XXth (6th) International Congress of ABC will improve our understanding of DEF. I also hope that the Congress will provide the opportunity for personal exchange of scientific results, facilitate the making of new acquaintances, and strengthen personal friendships among scientists (participants) from different parts of the world.

我期待本次國際 ABC 大會能夠增進我們對 DEF 的瞭解，也期望大會能夠促進全世界科學家（與會者）進行科學研究成果的交流，並促進新的結盟和合作關係，強化科學家之間的友誼。

第二章 主持論文發表用語

一· 報告開始前的用語

1. 宣佈發表會開始

- (14) Good morning, Ladies and Gentlemen: It is a (great) pleasure (for me) [It gives me pleasure /It is a privilege (for me) / I am happy / I am privileged] to welcome you to this session on ABC.

早安，女士們，先生們，非常歡迎諸位參加這個場次。

2. 主持人自我介紹和介紹其他主持人

- (15) I am Dr. A from ABC University, Hong Kong, and I am going to chair this afternoon's session.

我是香港 ABC 大學的 A 博士，也是今天下午這個場次的主席。

3. 宣佈發表的時間限制

- (16) There are some basic rules. First, please limit your presentation to 15 minutes. At the end of each presentation, there will be 5 minutes for

discussion. At the end of the session we will have an open discussion on any of the papers presented.

我先說一下基本規則。每篇論文發表限時 15 分鐘，之後有 5 分鐘討論時間，最後我們將開放討論所有報告過的論文。

4. 更改事項

(17) Unfortunately, we have to cancel paper No.10 and No.11
很遺憾有二篇論文，即第 10 和第 11 篇，臨時取消。

(18) We have to reverse the order of No. 5 and No. 6.
時刻表有些許變動，第五篇和第六篇對調。

(19) There has been some change in the people listed on the program. Dr. A who was expected to present the second paper could not attend this meeting, and Dr. B will present the paper.
列在節目單上的報告人有些變動，原定由 A 博士報告第二篇論文，因他不能出席這個會議而由 B 博士來報告。

二·主持報告用語

1. 宣佈開始和引導演講

(20) The first paper this morning will be presented by Dr. A, professor of polymer science at XYZ University, and his topic is “.....” Dr. A.
今天上午第一篇論文將由 XYZ 大學高分子科學教授 A 博士宣讀。他的題目是“.....”，A 博士請。

(21) The next presentation in this session is on “.....”. I would like to call on [ask] Dr. A to present this very important subject.
本會場下一篇論文是“.....”。我想請 A 博士來報告這個十分重要的課題。

2. 趕時間

(22) Sorry, the schedule is very [rather] tight. We haven't any time for discussion, so we must go on to the next paper.
對不起，議程十分[有點]緊，我們沒有時間討論，必須繼續下一篇論文發表

3. 報告中對演講者的提示

(23) Dr. A, I'm sorry, but we DO have to move on; we are running short of time.
A 博士，很抱歉，我們必須往下趕；時間快沒了。

4. 結束報告及表示感謝

(24) Thank you (very much), Dr. A, for your excellent paper[contribution/presentation/ message/ speech/ lecture / talk/address].
(十分)感謝您的論文[演講/報告]，A 博士。

三·報告後的討論

1.宣佈討論開始

(25) Now the floor is open for discussion. We welcome your questions and comments.

現在是討論時間，歡迎提問或發表觀點。

2.啟發和引導提出問題

(26) Any more questions or comments for Dr. A?

還有問題或評論要問 A 博士嗎？

(27) Let's turn [move on] to the next problem [the subject of XYZ].

讓我們進到下一個問題吧[題目 XYZ]

3.限制、中斷、終止討論

(28) I'm afraid this will be the last [final] question before we close this session.

這是最後一個問題了。

四·建議和通知

1.保持會場秩序

(29) May I have your attention please!

請各位注意！

2.中間休息的通知

(30) Let's take five minutes stretch.

我們休息五分鐘。

五·結束會議用語

1.宣佈會議結束

(31) It's time for us to close this meeting.

到結束這次會議的時候了。

2.結束會議時表示感謝

(32) Thank you for your attention.

謝謝各位的參與。

第三章 學術演講的通用句型

一·報告正文前後的社交辭令

1.開頭的稱謂

(33) Professor A, Ladies and Gentlemen.A

A 教授，女士們，先生們

2.感謝主持人的介紹

- (34) Thank you, Dr. A. Let me first of all thank you for your very kind introduction.
謝謝 A 博士，首先讓我對您十分友好的介紹表示感謝。

3. 報告開頭的禮節性用語

- (35) I am very honored to give this speech (at conference)(about``````)
我很榮幸能（在……會議上）發表此次（有關……的）演講。

4. 報告結尾的禮節性用語

- (36) Thank you (very much) for the privilege of presenting this paper.
（非常）感謝你使我有幸介紹我的論文。

二、表明文章中心內容

- (37) Today [this morning / this afternoon] I want to talk about some of our work in the field of ABC.
今天想向各位報告我們在 ABC 領域中的工作成果。
- (38) Today I would like to present the results of ABC studies performed with DEF technique at XYZ University by Drs. A, B, C and me [myself].
今天要發表的是 DXYZ 大學 A, B, C 博士和我用 DEF 方法所得到的 ABC 研究成果。
- (39) I am going to summarize some recent advances in the field of ABC this afternoon.
今天下午我要報告 ABC 領域最新出現的一些進展。

三、說明報告內容的論述次序

- (40) I will give this talk in three parts. The first part deals with ABC. The second part concerns DEF, and then the last part related to GHI.
我的報告將分為三部分。第一部分涉及 ABC，第二部分有關 DEF，最後部分是關於 GHI。
- (41) Today, I will first discuss ABC. I will then touch on DEF, and finally describe GHI.
今天我將先討論 ABC，然後簡單說一下 DEF，最後則描述 GHI。
- (42) I would like to divide my talk this afternoon into three parts. First ... Second ..., and third ...
今天下午我把報告分成三部分，第一：... 第二：... 和第三：...

四、報告中論點的提出

1. 提出另一個論點

- (43) We'll now move on to (the next problem of) ABC.
現在我們將繼續講 ABC（的下一個問題）。

五、詳細論述和簡略論述方式

1. 論點的詳細敘述

(44) I would like to elaborate [expand / enlarge / amplify] on this matter with some more slides.

我想再用幾個幻燈片更詳細說明這一情況。

(45) We will discuss this matter in a little more detail as we go on.

我們在後面將更詳細地討論這件事。

2. 論點的簡略敘述

(46) I am afraid I won't have time to cover everything of ABC.

我恐怕不夠時間把 ABC 講完整。

(47) Time is limited, I will go through [over] the next three points very briefly.

時間有限，我將非常簡略地探討下面的三點。

3. 將在後面再次提到的論點

(48) I will [Let me] return [come back] to this point later.

等下我再回頭講這個論點。

六· 論述重點的強調方式

1. 提出重要內容

(49) I will focus on the research and development of ABC.

我主要想談 ABC 的研究和開發。

七· 口誤的修正

(50) The first Figure, excuse me, the first curve shows

圖一，對不起，是曲線 1，顯示.....

八· 歸納重點與總結

(51) Now, I would like to sum up the results of this investigation.

現在，我想總結這一研究的結果。

(52) In summary, we have discussed ABC, DEF and HIJ.

好，我們已討論了 ABC，DEF 和 HIJ。

九· 演講中轉換語意時常用短語

例如 for example 另一方面 on the other hand 然而 however
這是因為 this is because 因此 for this reason / therefore
為了達到這個目的 for this purpose 另外 in addition
除此之外 besides 儘管 although 有關..... as for

與此同時 at the same time 稍後 later 總而言之 to sum up

第四章 學術討論用語

一· 表示意見看法的各種類型

1.肯定性的表示

(53) I think so .我想是這樣。

(54) You are true. (那是)正確的。

2.否定性的表示

(55) I hope [am afraid/ guess] not. 我希望[恐怕/ 猜]不是。

(56) I don't think so. 我不認為這樣。

3.同意，贊成的表示

(57) I agree (with you) (about /that.....)我同意 (您) (關於/ 那個.....)

4.不同意，不贊成的表示

(58) (I'm afraid/ I'm sorry) I don't [can't] agree with Dr. A about [on] that idea.

抱歉，在這個想法上，我不同意 A 博士的說法。

5.支持、辯護的表示

(59) I am in favor of that point.我支持這個觀點。

6.反對、不支持的表示

(60) Well, as a matter of fact, I would say just the opposite.

實事求是講，我必須說正好相反。

7.要求願望的表示

(61) Can I have a look at, please?我能看一下.....，嗎？

8.提議，建議的表示

(62) Why don't you [Why not] go on your experiment?

為什麼您不繼續您的實驗？

二·陳述意見、觀點的具體方式

1.一般性陳述

(63) I'd like to offer [present / give] my opinion [view] on this subject.

我想就這個題目提出我的意見[觀點]

2.強調性陳述

(64) The point is that the effect of the compound may vary as a function of concentration.

重點是：此化合物的影響可隨濃度而變化。

(65) Let me emphasize [stress] the limitations of this theory.

讓我強調這個理論的局限性。

3.適當強調性陳述

(66) I'm afraid it may be inadequate [inappropriate] to say that...

恐怕...是不恰當的。

(67) I'm afraid I can't give you an answer.
恐怕我無法給您一個答覆。

第五章 報告後的質疑與答疑用語

一·問題的提出

1.直接提問方式

(68) I'd like to ask Mr. A a question [two questions].
我想問 A 先生一個[兩個]問題。

2.間接提問方式

(69) Mr. A, can you explain / comment on this point?
A 先生，您是否能對這一點解釋/評論一下？

(70) I'd like to know a little more about ABC. 有關 ABC，我想再瞭解一些。

二·具體提問各論

1.原因和理由的質疑

(71) One cause of this problem has been stated. Are there other causes?
這個問題的一個原因已被說明，還有其它原因嗎？

(72) Could you tell us why you object to using ABC?
您能告訴我們為什麼您反對用 ABC 嘛？

2.區別和不同之質疑

(73) What is the difference between ABC and DEF?
ABC 和 DEF 之間的差別是什麼？

3.關係的質疑

(74) Dr. A, do you see any relation [connection] between ABC and DEF?
A 博士，您是否看到 ABC 和 DEF 之間的一些關係？

4.質詢優缺點

(75) Is there any advantage or disadvantage of using these two chemicals in the system?
在這體系中用這兩種化學藥品有什麼優點或缺點？

5.質詢經驗

(76) Dr. A, do you have [have you had] any experience with this method?
A 博士，您對這個方法有什麼經驗嗎？

(77) What is your proof that vitamin C will prevent colds?
維生素 C 能預防感冒，您的證據是什麼？

6.看法、評述的質疑

(78) May [Could] I ask you to give us your opinion [view] about ABC?

我能要求您給出您在 ABC 方面的觀點嗎？

(79) Could you please give a little more detail about ABC?

能請您再詳細一點講講 ABC 嗎？

三·未聽清，未明確對方提問內容，要求重述和澄清問題

1.未能聽清

(80) I beg your pardon?對不起，請再說一遍。

四·回答問題的各种方式

1.回答正題前的表示

(81) That's a (very) good [important/ excellent/interesting/ difficult/ complicated/] question.

這是一個（十分）好[重要/ 極好/ 有趣/ 困難/ 複雜]的問題。

(82) Thank you for (asking) that question.

謝謝您（問）這個問題。

2.將作正面回答的問題

(83) My [The] answer to that question is [would be] that

我對這個問題的回答是.....

3.對於無法回答的問題

(84) Unfortunately I cannot answer that question at the moment.

很遺憾我現在還無法回答這個問題。

(85) It is difficult /hard to answer that question.

這個問題很難回答。

4.將來可能回答的問題

(86) We are now working on this problem and, if you agree, I will answer your question in a few weeks.

我們現在正在研究這個問題，可能幾周後可以回答您的問題。

(87) The answer to this question is going to need further study.

要回答這個問題就必須作進一步研究。

5.只能部分回答的問題

(88) As far as I know, no enough study has been made on that area.

據我所知，在那方面還沒有做過足夠的研究。

6.需要他人協助回答的問題

(89) My colleague, Dr A is here, he may know more about that. Perhaps he has some better ideas and comments on this matter.

我的同事 A 博士剛好也在這兒。關於這個問題他知道得比我多。可能他對此有更好的想法和解釋。

7.回答問題後的表示

(90) I hope this answers your questions. 我希望這回答了您的問題。

第六章 會場上的技術性用語

一・確認音響效果

(91) Can you hear me? 你們能聽到嗎?

二・要求變換燈光

1.展示幻燈片前，希望減弱室內燈光

(92) May I turn on/off the lights? 可以開/關掉燈嗎?

2.幻燈片展示完畢，希望開燈

(93) Now, you can turn [switch / leave] the lights on. 現在請開燈。

三・展示幻燈片

1.開始放映幻燈片

(94) May I proceed [go on / move on] to the next [second/ last] slide, please?
能接著放下一[第二/ 最後張]幻燈片嗎?

2.順序展示幻燈片

(95) If you look at the next slide,..... you will see here ABC that
下一張幻燈片就可以看到 ABC

(96) Let's see the next slide.我們來看下一張幻燈片。

3.要求改善幻燈機聚焦

(97) Could you focus [sharpen] it [that] a little bit (more/ better), please?
能(稍微)聚焦一點嗎?

4.要求改變放映順序

(98) Time is limited, I have to pass the following slides and move to the last one.

時間有限，我只能省略下面一些幻燈片，直接講最後一張。

(99) Just move on. Next , Next Go ahead.

只要一直往下放，下一張，下一張，還往下

(100) Perhaps we can just leave that on for a moment ?

我們可以讓這張幻燈片停留一會兒。

改寫自 <http://www.hitutor.com.tw/free-international-meeting-1.php>