

# English at Work 白领英语

## Episode 20: Team meeting 团队会议

### Setting an agenda for a meeting 设定会议章程



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**Narrator:** 欢迎回到 Tip Top 贸易公司。马上就要开会了, 可是 Paul 迟到了。他让 Anna 来主持会议, 不要等他了。

**Denise:** Here you go Anna, it's a print-out of the agenda for the meeting.

**Anna:** Thank you. Oh dear, I'm not sure if I know the right words to start meetings.

**Narrator:** Well, 你可以说:  
谢谢大家今天到场。 *Thank you for coming.*  
今天会议日程上有 5 项内容。 *There are five items on the agenda today.*

**Anna:** Items?

**Narrator:** 比较正式的英语, 意思和 'things' 一样。需要一项一项列出来:  
第一点 *Firstly*, 第二点 *secondly*, 然后是 *after that*, 接着是 *and then*, 最后 *finally*...

**Anna:** Yes, that's easy.

**Narrator:** 会议结束前一般会有问 '*any other business.*'

**Anna:** Any other business?

**Narrator:** 对了, 除了日程上提到的, 还有没有什么其它事情需要讨论的? 我想 Tom 肯定想吹捧一下自己的能力, Denise 可能想说说她的新的理发师。然后会议也就可以结束了, 你可以说 *Let's wrap up* 我们可以结束了。

**Anna:** To wrap up. Okay, I'll do my best. Oop, it's time, everyone is gathering.

(Sound of shuffling, chairs being moved, quiet pre-meeting chitchat between staff.)

**Anna:** Thank you. Thank you for coming. Paul will be here soon, but he asked me to start the meeting. There are (counting to herself) one, two, three, four items on the agenda today.

Firstly, the stock management systems. Secondly, plans for a team-building activity (collective groan). After that, the colour of our new apples and finally any other business, before we can wrap up.

**Paul:** (arriving) Oh golly gosh, there you are, here I am, good. Hello everyone. Sorry I'm late.

**Anna:** I'd just opened the meeting.

**Paul:** Great. Remind me what the first item on the agenda is?

**Anna:** Stock.

**Paul:** Stock, stock and stock. Ah yes, stock management systems. Yes, right. Well that's mainly to announce that we need to start developing a good stock management system. So we can meet the huge demand I am expecting for these laser-curve fruits. Anna, I'd like you to lead on that.

(quiet murmur of surprise)

**Anna:** Me? You want me to be in charge of the stock management systems?

**Paul:** Anna's had some excellent ideas already and I think she'll do a great job. For these new fruits, stock control would be key to supplying our customers laser-curve oranges, laser-curve lemons, laser-curve (fade out).

**Narrator:** 这对 Anna 来说是好消息, 不过她可真的是付出了努力。她主持了成功的会议。让我们来复习一下她用到的一些短语:

**Anna:** Thank you for coming.  
There are four items on the agenda today.  
Firstly...  
Secondly...  
After that...  
Then...  
And finally...  
Any other business.  
And then we can wrap up.

**Narrator:** 现在我们可以结束了。 Well, time for me to wrap up too. 我们下期节目再见!  
Bye!

• **Listening Challenge 听力挑战**

What was the second item on the agenda for today's meeting?

今天开会时的第二个讨论点是什么?

**Answer:** Plans for a team-building activity.

答案: 团队练习的计划。