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Unit 61

I'd like to welcome everyone

A EXERCISE • 實戰演練

Good morning, everyone. I'd like to welcome you all to today's meeting. Nice to meet you all. Today's agenda is already in front of you.

As you can see, we'll begin by covering the Q3 sales report to understand our current performance. Following that, we'll finalize our new marketing strategy for the upcoming holiday season. Finally, we'll conduct a review of the budget plans. I appreciate you taking the time to be here. Let's get started.

B LANGUAGE FOCUS • 學習焦點

▪ Opening the Meeting 會議開場

• Good morning / afternoon.	(早安 / 午安。)
• I'd like to welcome everyone.	(歡迎各位與會。)
• Nice to meet you all.	(很高興見到大家。)

• *Good morning, everyone. Nice to meet you all.*

(早安，各位。很高興見到大家。)

• *Good afternoon, team. I'd like to welcome you all to the annual marketing conference.*

(團隊各位下午好。歡迎大家來參加年度行銷會議。)

C WORDS & PHRASES • 詞彙片語

1.	agenda	[ə'dʒendə]	(n.) 議程
2.	cover	[ˈkʌvə]	(v.) 專注於；處理；包括
3.	quarter (Q)	[ˈkwɔ:tə]	(n.) 季度
4.	sales	[selz]	(n.) 銷售額
5.	review	[rɪˈvju]	(n.)(v.) 審查，回顧
6.	marketing	[ˈmarkətɪŋ]	(n.) 行銷
7.	strategy	[ˈstrætədʒi]	(n.) 策略
8.	upcoming	[ˈʌp,kʌmɪŋ]	(adj.) 即將到來的
9.	budget	[ˈbʌdʒɪt]	(n.) 預算
10.	appreciate	[ə'pri:fɪ,et]	(v.) 感激，感謝