



Unit 63

I call this meeting to order

A CONVERSATION • 實用對話

Good morning, everyone. Since everyone is here, let's get started. I call this meeting to order and want to thank you all for your punctuality and commitment.

I'd like to welcome you to today's project update meeting. The purpose of this session is to review our current progress, address any challenges, and confirm our next steps. Today's agenda includes the latest sales figures, marketing activities, and upcoming deadlines. I encourage everyone to share updates and suggestions so we can work efficiently as a team. Let's begin and make the most of our time together.

B LANGUAGE FOCUS • 學習焦點

Starting the Meeting 會議開始

- Since everyone is here, let's get started. (既然大家都到了，我們就開始吧。)
- Let's begin. (我們開始吧。)
- I call this meeting to order. (我宣布會議正式開始。)
- *Since everyone is here, let's get started with today's agenda..*
(既然大家都到齊了，讓我們開始今天的議程吧。)
- *I call this meeting to order. First on the agenda is the budget review.*
(我宣布會議正式開始。議程的第一項是預算審查。)

C WORDS & PHRASES • 詞彙片語

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|-----|------------------|------------------|----------------|
| 1. | commitment | [kə'mɪtmənt] | (n.) 承諾，投入 |
| 2. | session | ['seʃən] | (n.) 會議，會期 |
| 3. | current | ['kʌrənt] | (adj.) 當前的，目前的 |
| 4. | address | [ə'dres] | (v.) 應付；處理 |
| 5. | confirm | [kən'fɜ:m] | (v.) 確認，證實 |
| 6. | sales figure | [selz 'fɪgʃə] | (n.) 銷售數據 |
| 7. | marketing | ['mɑ:kɪtɪŋ] | (n.) 行銷，市場推廣 |
| 8. | deadline | ['ded,laɪn] | (n.) 截止日期，最後期限 |
| 9. | efficiently | [ɪ'fɪʃəntli] | (adv.) 有效率地 |
| 10. | make the most of | [mek ðə most ʌv] | (phr.) 充分利用 |