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Unit 64

I'm ... , and I arranged this meeting

A CONVERSATION • 實用對話

Good morning, everyone. I'm Sarah Johnson, and I arranged this meeting to discuss our upcoming new product line strategy. For those of you who aren't familiar with my role, I'm the Marketing Manager, responsible for overseeing the entire project and ensuring we meet all our targets. Today, we will review the revised schedule and then open the floor for a Q&A session. If we haven't had the chance to speak one-on-one, I look forward to connecting with you after the meeting. Let's get started.

B LANGUAGE FOCUS • 學習焦點

▪ Introducing Yourself 自我介紹(1)

- I'm ...[name], and I arranged this meeting to ...
(我是 [你的名字]，我安排這場會議是要.....)
- For those of you who aren't familiar with my role, I am ...
(如果各位對我的職務不熟悉，我是.....)
- If we haven't had(gotten) the chance to speak one-on-one, I'm...
(如果我們還沒機會一對一聊過，我是.....)

• *I'm David Wang, and I called this meeting because the project timeline has changed.*
(我是王大衛，我召開這次會議是因為專案時程有變更。)

• *For those I haven't met, I'm Lisa Chen, your manager for this project.*
(還沒見過面的同事，我是陳麗莎，這個專案的經理。)

C WORDS & PHRASES • 詞彙片語

1.	product line	[ˈprədʌkt laɪn]	(n.) 產品線
2.	strategy	[ˈstrætədʒi]	(n.) 策略
3.	be familiar with		(phr.) 熟悉...
4.	role	[rol]	(n.) 角色，職務
5.	(be) responsible for	[riˈspənsəbəl fər]	(phr.) 負責...
6.	oversee	[, əvər'si]	(v.) 監督，管理
7.	target	[ˈtɑːrɡɪt]	(n.) 目標
8.	revised	[riˈvaɪzd]	(adj.) 修訂過的
9.	open the floor (for)		(idiom) 開放討論
10.	one-on-one	[, wʌn ən 'wʌn]	(phr.) 一對一的