



Unit 65 I'll be leading today's meeting

A CONVERSATION • 實用對話

Good morning, everyone.

I'm Sarah Chen, and I organized this meeting to discuss our strategic planning for the next fiscal year. I'll be leading today's meeting, and my goal is to guide us through the agenda efficiently while ensuring a productive discussion. We have a lot to cover, and your comments and suggestions are always welcome. Let's begin by reviewing the Q3 sales data. Thank you all for coming.

B LANGUAGE FOCUS • 學習焦點

• Introducing Yourself 自我介紹 (作為會議主持人) (2)

- I'm ... [name]. I organized this meeting. (我是……。我安排了這場會議。)
- I'm ... [name]. I'm the meeting host/moderator. (我是……。我是這次會議的主持人。)
- I'll be leading today's meeting. (我將主持今天的會議。)
- *I'm Sarah Lin, your meeting moderator today.*
(我是林莎拉，今天由我來擔任會議主持人。)
- *I organized this meeting to review our monthly sales report.*
(安排這場會議是為了檢視我們的本月銷售報告。)

C WORDS & PHRASES • 詞彙片語

1.	organize	['ɔrgə,naɪz]	(v.) 安排, 組織
2.	strategic	[strə'tɪdʒɪk]	(adj.) 策略的
3.	fiscal year	['fɪskəl jɪr]	(n.) 會計年度, 財政年度
4.	lead	[lɪd]	(v.) 主持, 帶領
5.	agenda	[ə'dʒendə]	(n.) 議程, 日程表
6.	efficiently	[ɪ'fɪʃəntli]	(adv.) 有效率地
7.	ensure	[ɛn'ʃʊr]	(v.) 確保, 保證
8.	productive	[prə'dʌktɪv]	(adj.) 有成效的, 有生產力的
9.	sales data	[selz 'detə/dætə]	(n.) 銷售數據
10.	comment	['kæmənt]	(n.) 評論, 意見