



Unit 70

Let's take a quick look at today's agenda

A CONVERSATION • 實用對話

Good morning, everyone, and thank you for joining today's meeting. Before we dive into our discussion, let's take a quick look at today's agenda. There are several important items we need to cover, including updates on our current projects, planning for upcoming campaigns, and allocating tasks for the next quarter. Please feel free to follow the agenda as we go along, so we can stay on track and make the session as productive as possible. Let's get started with the first item.

B LANGUAGE FOCUS • 學習焦點

• Going over the agenda 議程

- Let's take a quick look at today's agenda. (讓我們快速瀏覽一下今天的議程。)
- There are a number of items on the agenda for today. (今天的議程上有幾項事項。)
- Please review the agenda beforehand, so we can get started right away. (請事先查看議程，好讓我們能立即開始。)
- There are a number of items we need to cover, including project updates and upcoming campaigns. (我們今天有幾項事項需要討論，包括專案更新和即將進行的活動。)
- Please review the agenda beforehand so we can start the meeting without delays. (請事先查看議程，以便我們能準時開始會議。)

C WORDS & PHRASES • 詞彙片語

1.	dive into	[daɪv 'ɪntu]	(phr.) 投入；介入
2.	agenda	[ə'dʒɛndə]	(n.) 議程；日程表
3.	item	['aɪtəm]	(n.) 事項
4.	update	['ʌp,deɪt]	(n.) 最新消息；更新
5.	current	['kʌrənt]	(adj.) 目前的
6.	campaign	[kæm'peɪn]	(n.) (商業)宣傳活動；(政治)競選活動
7.	go along	[ɡoʊ ə'ləŋ]	(phr.) 前進
8.	stay on track	[steɪ ən træk]	(phr.) 保持進度；不偏離計畫
9.	allocate	['ælə,keɪt]	(v.) 分配 (資源、任務等)
10.	productive	[prə'dʌktɪv]	(adj.) 有成效的