晨英语

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组织会议：一集拿走 64 个地道职场表达

BBC Office English 第 23 集。从会前三问到议程、控场与行动闭环，64 个关键表达与视频精讲完全对应，全部来自对话原文，附中英对照台词。

本篇收获

64 个关键表达速查 | 5 个精选深讲 | 10 个扩展短语 | 完整原声音频 | 中英对照台词全文

一小时聊得热火朝天，散会时却没人记得决定了什么——会议最大的成本不是时长，是没有出口。系列三第二集把「组织与主持会议」讲成了完整流程：会前三问（目的、场地、谁必须来），邀请里写清楚主题、请大家带着三个想法来；会上用 agenda 搭结构、讨论 pros and cons，对安静的人 direct question、对跑偏的话 valid point but let's focus on；散会前列出 action points，把讨论变成行动。64 个关键表达全部来自对话原文，按「从筹备到散会」分好组；开会的目的不是开会，是把事情办成。

01 精选深讲

1. keep a meeting on track · 让会议不跑偏 —— 本集题眼。Beth 给出两大法宝：*"have an agenda, but also to really be aware of timing"*（有一份议程，同时真正留意时间）。on track 本义「在轨道上」——Phil 解释：*"people are talking about the right things and the meeting doesn't go on too long"*（大家聊的是该聊的事，会议也不拖太久）。反义是 off track。介词搭配固定 on/off：the project is on track（项目进度正常）也通用。

2. the agenda · 议程 —— Phil 的定义：*"the list of topics that you send out... to tell people what you're going to talk about"*（会前发给大家的主题清单），作用是 *"helps you structure the meeting"*（给会议搭结构）。Pippa 给了议程模板：what is the problem? → what is the new policy? → pros and cons → 其他想法。动词搭配 set / draw up / send out an agenda。职场引申义小心：someone has an agenda = 「别有用心」，是负面说法——文书语境里的 the agenda 是中性的。

3. pros and cons · 正反两面 —— Pippa 的议程第三项：*"maybe discussing pros and cons. That's the benefits and the negatives."*（讨论正反两面——也就是好处和坏处。）她直接给出同义解释，听懂即白送。pros 源自拉丁语 pro（支持），cons 是 contra（反对）的缩写——天生成对，单边不用。固定复数、顺序固定 pros 在前；也别写成 pro's and con's。比 advantages and disadvantages 更口语、更会议化。

4. facilitate it or chair it · 促成或主持 —— Phil 的两个专业动词：*"make sure you know how to facilitate it or chair it. And that just means manage the meeting"*。chair 偏流程权威（主持会议），facilitate 更现代——重点在让每个人贡献：*"don't do all the talking"*（别把话都说完），向安静的人 ask a direct question，问 *"can you see any pitfalls in this idea?"*（能看出什么坑吗？）。facilitate 发音 /fəˈsɪlɪteɪt/ 重音在第二音节；chair 作动词是「主持」，the chair 还可指主持人本人。

5. off the back of this meeting · 借着这次会议 —— Pippa 的收尾句：*"off the back of this meeting I'm going to..."*（借着这次会议，我打算……）然后列出行动。off the back of 是英式口语，「紧接着、趁着（某事的势头）」，暗示「因某事而起」。它是把「讨论」变现成「行动」的转场句，配合 let's make a list of action points（列行动要点清单）和 always reply to confirm（回复确认）使用，会议就有了出口，而不是 *"a waste of time"*。

02 一、开场：跑偏的会议

词条	中文释义	原文例句
a waste of time	浪费时间（本集题眼）	"a meeting that feels like a waste of time?"
keep a meeting on track	让会议不跑偏（本集题眼）	"keep a meeting on track is to have an agenda"
an agenda	议程	"to have an agenda"
be aware of timing	留意时间	"really be aware of timing"
allowing other people to speak	让别人发言	"mainly allowing other people to speak"
get the job done	把事情办成	"so that you get the job done"

03 二、条理与会议的价值

词条	中文释义	原文例句
tricky situations	棘手场景	"the right words for tricky situations at work"
keep them on track	让他们不跑偏	"how they try to keep them on track"
great to discuss something	讨论得很过瘾	"really exciting and great to discuss something"
go either way	结果可能两头	"it can go either way when you have a meeting"

04 三、组织会议前的自问清单

词条	中文释义	原文例句
a real skill	一门真正的技能	"there's a real skill to chairing"
speak up in meetings	在会上发声	"how to speak up in meetings"
set up, that means organise	组织一场会议	"you want to set up, that means organise, a meeting"
a new policy	新政策	"to discuss a new policy at work"

05 四、邀请与议程

词条	中文释义	原文例句
the purpose of the meeting	会议的目的	"think about the purpose of the meeting"
information that you need to share	需要分享的信息	"information that you need to share"
online or in person	线上还是当面	"Will the meeting be online or in person?"
a meeting room	会议室	"Do you need a meeting room?"
in the first place	压根、一开始	"you didn't need to be there in the first place"

06 五、议程模板：pros and cons

词条	中文释义	原文例句
this meeting is to discuss	本次会议旨在讨论（正式）	"this meeting is to discuss our new policy"
implement	推行、落实	"the new policy that we want to implement"
in advance of the meeting	会前	"the following points in advance of the meeting"
three ideas to share	带三个想法来	"come to the meeting with three ideas to share?"

07 六、会议当天：facilitate 与发言

词条	中文释义	原文例句
the agenda	议程（本集题眼）	"a really good thing to have for a meeting is the agenda"
structure the meeting	给会议搭结构	"helps you structure the meeting"
pros and cons	正反两面	"maybe discussing pros and cons"
towards the end of the meeting	会议尾部	"towards the end of the meeting"

08 七、跑偏、层级与收尾笔记

词条	中文释义	原文例句
planned and organised	规划并组织	"We've planned and organised our meeting"
runs smoothly	顺利进行	"make sure the meeting runs smoothly, Phil?"
do all the talking	把话都说完	"you don't do all the talking"
facilitate it or chair it	促成或主持	"know how to facilitate it or chair it"
quite quiet	比较安静	"some people can be quite quiet"
a direct question	直接的问题	"ask them a direct question"
pitfalls	坑、隐患	"can you see any pitfalls in this idea?"

09 八、浪费时间的吐槽

词条	中文释义	原文例句
keep the discussion on topic	让讨论保持在主题上	"keep the discussion on topic"
a very valid point	很有价值的观点	"that's a very valid point, but for today"
let's focus on...	我们先聚焦……	"but for today, let's focus on..."
I'm conscious that	我意识到	"I'm conscious that we don't have much time left"
the hierarchy in your workplace	职场层级	"the hierarchy in your workplace"
senior roles	身居高位	"some people in senior roles"
sensitively	敏感地、体面地	"deal with that sort of sensitively"
cause frustration	带来挫败感	"meetings can cause frustration"
late for a meeting	开会迟到	"when people are late for a meeting"
overrun	超时（本集题眼）	"when meetings overrun"
talking for talking's sake	为说而说（本集题眼）	"talking for talking's sake, they're a waste of time"
remember what people said	回忆谁说了什么	"remember what people said"
well planned	规划得好	"if they're not well planned"
that famous saying	著名的吐槽	"there's that famous saying, isn't there?"

10 九、talking for talking's sake 与 minutes

词条	中文释义	原文例句
could have been an email	一封邮件就能解决（本集题眼）	"This meeting could have been an email"
everyone involved	每个相关的人	"much quicker for everyone involved"
because you have something to say	因为你真有话要说	"rather than because you have something to say"
catch up meetings	例会	"catch up meetings that maybe happen every week"
in the diary	写在日历里	"They're in the diary, so everyone goes"
taking notes	做笔记	"Beth mentioned taking notes"
minutes	会议纪要（本集题眼）	"We call them minutes"

11 十、收尾：行动要点与闭环

词条	中文释义	原文例句
capture what's been said	记录下说了什么	"capture what's been said and what you need to do"
tasked with taking notes	被指派做记录	"somebody who is tasked with taking notes"
constantly writing down	不停地记下	"constantly writing down everything"
agree on the key points	就关键要点达成一致	"you agree on the key points from the discussion"

12 十一、series 与预告

词条	中文释义	原文例句
would it be fair to say...?	这么说可以吗?	"would it be fair to say...?"
summarise	总结	"summarise what I feel the discussion has concluded"
off the back of this meeting	借着这次会议（本集题眼）	"off the back of this meeting I'm going to..."
a list of action points	行动要点清单（本集题眼）	"make a list of action points"
a next step	下一步	"there's a next step, which is a bit jargony"

13 扩展表达（未入选核心清单，但同样值得收）

词条	中文释义
be aware of timing	留意时间
guiding the conversation	引导对话
how to speak up in meetings	怎么在会上发声
a new policy	新政策
a private space	私密空间
a smaller group	更小的组
for something very formal	非常正式的场合
a bit more chatty	更口语一点
pros and cons	正反两面
the culture in your workplace	职场文化

14 串词成段

64 个词放回一场真实的会议筹备，是这样的：

The new policy needs feedback, and you're **in the first place** the one who **sets up** the meeting. You **plan**: the **purpose** (share information or **get ideas**?), online or **in person**, who really needs to be there — "**there's nothing worse than** being invited to a meeting you didn't need to attend **in the first place**." The **invitation** states it clearly — "**this meeting is to discuss our new policy**" — and asks everyone to **have a think about the following points** and come with **three ideas to share**. You **send out the agenda**: "**what is the problem?**", "**what is the new policy?**", the **pros and cons**. On the day you **facilitate** rather than lecture: a quiet colleague gets **a direct question** — "**can you see any pitfalls in this idea?**" — and when someone drifts, "**that's a very valid point**, but **for today, let's focus on**..." No **overrun**, no **talking for talking's sake** — "**this meeting could have been an email**" is not a compliment. And at the end you **close the loop**: "**would it be fair to say**...?" then "**off the back of this meeting**, I'm going to..." — **a list of action points**, and a **next step** for everyone. That's a meeting that **gets the job done**.

参考译文：新政策需要反馈，而你正是「组织」这场会议的人。你先计划：目的（分享信息还是「收集想法」？）、线上还是当面、谁真的需要到场——「最糟的事莫过于：被拉进一场你压根不必参加的会。」邀请里写清楚——「本次会议旨在讨论我们的新政策」——并请大家「提前想想以下几点」、带着「三个想法」来。你发出议程：「问题是什么？」「新政策是什么？」以及正反两面。开会当天你做促成者而不是演讲者：安静的同事收到一个直接的问题——「你能看出这个想法有什么坑吗？」——有人跑偏时，「这点很有价值，但今天我们先聚焦……」不超时、不「为说而说」——「这场会本来一封邮件就能解决」可不是夸奖。散会前你把闭环关上：「这么说可以吗……？」然后「借着这次会议，我打算……」——一份行动要点清单，和每个人的下一步。这才是一场把事情办成的会。

一句话带走

会议的黄金链路：会前三问（目的/场地/人选）→ agenda 搭结构 → 会上 facilitate 不独白（pitfalls 与 valid point 各就各位）→ 散会前 action points + off the back of this meeting 闭环。议程是骨架，闭环是灵魂。

▼ 完整台词（中英对照）

Phil: Have you ever been in a meeting that feels like a waste of time?

会议开得像浪费时间——你遇到过吗？

Beth: I think the best way to keep a meeting on track is to have an agenda, but also to really be aware of timing.

我觉得让会议不跑偏的最好办法，是有一份议程，同时真正留意时间。

Neil: I try to let other people do most of the talking.

我会尽量让大多数人发言。

Neil: By leading it, I guess I am guiding the conversation, but mainly allowing other people to speak, I hope.

主持会议时，我想我是在引导对话，但我希望主要是让别人说话。

Pippa: In this episode we'll talk about how to organise and run a meeting so that you get the job done.

本集我们聊如何组织和主持一场会议，把事情真正办成。

Phil: Hello!

你好！

Phil: Welcome to a new series of Office English from BBC Learning English.

欢迎来到 BBC Learning English《职场英语》新一季。

Phil: In this podcast, we help you find the right words for tricky situations at work.

在这个播客里，我们帮你在职场的棘手场景中找到合适的语言。

Phil: I'm Phil.

我是菲尔。

Pippa: And I'm Pippa.

我是皮帕。

Pippa: Find a transcript for this episode on our website,

本期文稿可在我们的网站找到：bbclearningenglish.com。

Phil: We just heard from Beth and Neil about meetings and how they try to keep them on track.

刚才我们听了 Beth 和 Neil 聊会议，以及他们如何让会议不跑偏。

Phil: If a meeting is on track, people are talking about the right things and the meeting doesn't go on too long.

如果一场会议 on track（在正轨上），大家聊的就是该聊的事，会议也不会拖太久。

Phil: Pippa, have you ever been in a meeting that wasn't on track?

皮帕，你遇到过不在正轨上的会议吗？

Pippa: I have been in a meeting that wasn't on track.

遇到过。

Pippa: I have been in meetings where people have talked for an hour, and at the end of the meeting, I'm not sure what was decided.

我参加过一些会，大家聊了一个小时，散会时我都不确定到底决定了什么。

Pippa: I've also been in meetings where people have talked for an hour, and it's been really exciting and great to discuss something.

我也参加过聊了一小时、过程特别精彩、讨论得特别过瘾的会。

Pippa: So I think, uh, yes, it can go either way when you have a meeting.

所以我觉得——对，开会的结果可能好也可能坏。

Pippa: What about you, Phil?

你呢，菲尔?

Phil: Yeah, I mean, I think the same.

对，我想法一样。

Phil: I think there's a real skill to chairing or facilitating a meeting, to keeping it on track.

主持（chair）或促成（facilitate）一场会议、让它不跑偏，是门真正的技能。

Phil: And you can achieve a lot when everyone's contributing and you're working to the topics that you want to achieve.

当每个人都在贡献、大家都围绕想达成的主题推进时，你能成就很多事。

Phil: Equally, they can just become not a very good use of everyone's time.

同样，会议也可能变成对所有人时间的浪费。

Pippa: Yes.

是的。

Pippa: We've talked about meetings before on Office English, we talked about how to speak up in meetings.

我们之前在《职场英语》聊过会议，聊过怎么在会上发声。

Pippa: But today we're going to talk about organising a meeting, leading a meeting, and what to do when things go wrong.

但今天我们要聊的是：怎么组织一场会、主持一场会，以及出问题时该怎么办。

Phil: So let's imagine you're at work and you want to set up, that means organise, a meeting with colleagues.

那么，想象你在工作，你想 set up——也就是组织——一场与同事的会议。

Phil: The meeting will be to discuss a new policy at work, and you want to get the thoughts and ideas of other people.

会议要讨论公司的一项新政策，你想听到大家的想法和点子。

Phil: How do you organise the meeting to make sure things go well?

你怎么组织这场会，让它顺利进行?

Pippa: Well Phil, you need to plan.

菲尔，你需要计划。

Pippa: You need to be organised, um, so think about the purpose of the meeting.

你要有条理。想想这场会议的目的。

Pippa: Do you have information that you need to share or do you need something from other people?

你是有信息要分享，还是需要从别人那里得到什么?

Pippa: Like their ideas, for example.

比如他们的想法。

Pippa: Will the meeting be online or in person?

会议是线上还是当面?

Pippa: Do you need a private space?

你需要一个私密空间吗?

Pippa: Do you need a meeting room?

你需要一间会议室吗?

Pippa: And also who needs to come to the meeting?

还有，谁需要来参会?

Pippa: Does it need to be a whole team or maybe a smaller group?

需要全组都来，还是小组就够了?

Pippa: There's nothing worse than being invited to a meeting and actually, you didn't need to be there in the first place.

最糟糕的事莫过于：你被拉进一场会，结果发现你压根不必在场。

Phil: Yes.

对。

Phil: Also, when you're arranging a meeting and you send out the invitation to people, um, be clear what the meeting is about, because that can help people decide whether they need to attend or whether they need to check whether they need to attend.

另外，你在安排会议、给大家发邀请时，要说清楚会议是关于什么的——这能帮大家判断自己是否需要参会，或者是否需要核实一下自己是否要参加。

Phil: Um, so for something very formal, it might be 'this meeting is to discuss our new policy'.

非常正式的场合，可以说：this meeting is to discuss our new policy（本次会议旨在讨论我们的新政策)。

Phil: Um, it could also be informal.

也可以是非正式的。

Phil: It might be a bit more chatty: 'I thought it would be a good idea to discuss the new policy that we want to implement'.

可以更口语一点：I thought it would be a good idea to discuss the new policy that we want to implement（我想，聊聊我们想推行的新政策会是个好主意)。

Pippa: Um, yes.

嗯，对。

Pippa: And tell people what to prepare if you want them to prepare something.

如果你希望与会者准备什么，就告诉他们要准备什么。

Pippa: So you could ask, 'could you have a think about the following points in advance of the meeting?' That just means before the meeting.

你可以问：could you have a think about the following points in advance of the meeting?（大家能否提前想想以下几点？）——in advance of the meeting 就是会前。

Pippa: Or you could ask, 'could everyone come to the meeting with three ideas to share?' for example.

或者你可以说：could everyone come to the meeting with three ideas to share?（能不能每个人都带着三个想法来开会？）比如这样。

Phil: Yes.

对。

Phil: And a really good thing to have for a meeting is the agenda.

开会前一样特别值得准备的东西，是议程（agenda）。

Phil: And that's the list of topics that you send out at the beginning of a meeting or before the meeting to tell people what you're going to talk about, and it just helps you structure the meeting and make sure that each section of it is on track, that it's going as you planned.

它是你在会前或会议开始时发给大家的主题清单，告诉大家要聊什么——它帮你给会议搭好结构，确保每一节都在正轨上、按你的计划推进。

Pippa: So, for example, with this policy meeting, you might start the agenda with the question 'what is the problem?

比如这场政策会议，议程可以从问题开始：what is the problem?（问题是什么？）

Pippa: ' And then you could say, 'what is the new policy?' That's the time to talk about the idea.

然后你说：what is the new policy?（新政策是什么？）这是谈想法的环节。

Pippa: And then maybe discussing pros and cons.

接着也许讨论 pros and cons（正反两面）。

Pippa: That's the benefits and the negatives.

也就是好处和坏处。

Pippa: And then maybe a section for other ideas towards the end of the meeting.

最后也许留一节给其他想法，放在会议尾部。

Pippa: OK.

好。

Pippa: We've planned and organised our meeting.

我们规划好了、组织好了会议。

Pippa: Now the day is actually here.

现在这一天真的到了。

Pippa: What can we do to make sure the meeting runs smoothly, Phil?

我们怎么做才能让会议顺利进行，菲尔?

Phil: Well, if you're trying to get other people's ideas, it's really important that you don't do all the talking.

如果你想让大家都出想法，非常重要的一点是：别把话都说完。

Phil: If you're in charge of the meeting, make sure you know how to facilitate it or chair it.

如果你负责这场会议，确保你知道怎么 facilitate（促成）它、或者 chair（主持）它。

Phil: And that just means manage the meeting.

意思就是管理这场会议。

Pippa: So for example, try and get the thoughts of everyone.

比如，尽量收集每个人的想法。

Pippa: So, some people can be quite quiet.

有些人可能比较安静。

Pippa: So, you might want to ask them a direct question.

所以你也许要点名问他们一个直接的问题。

Pippa: 'Do you have any thoughts to share?' or 'can you see any pitfalls in this idea?' Pitfalls means problems.

Do you have any thoughts to share?（你有什么想法要分享吗？）或者 can you see any pitfalls in this idea?（你能看出这个想法有什么坑吗？）Pitfalls 就是 problems（问题）。

Pippa: So, can you see anything that might be wrong with this idea?

也就是：你能看出这个想法可能哪里不对吗?

Phil: Yes.

对。

Phil: And the other thing that's really important for the person who's chairing or facilitating, managing the meeting is to keep the discussion on topic.

对主持、促成、管理会议的人来说，另一件非常重要的事：让讨论保持在主题上。

Phil: You might have to say something like, 'that's a very valid point, but for today, let's focus on...' or 'I'm conscious that we don't have much time left to talk about this.

你可能得说：that's a very valid point, but for today, let's focus on...（这点很有价值，但今天，我们先聚焦……）或者 I'm conscious that we don't have much time left to talk about this.（我意识到我们聊这个的时间不多了。）

Phil: Are there any more thoughts about this?' Um, it's just to make sure that you're dealing with the things that you plan to talk about, and also that you're not talking about things that you can't have any control over, because you're not going to be able to make any decisions on those.

Are there any more thoughts about this?（关于这个还有别的想法吗？）这是为了确保你在处理计划内要聊的事，也不去聊那些你无法控制的事——因为在那些事上你做不了任何决定。

Pippa: Another thing to think about with meetings is the hierarchy in your workplace.

关于会议，还有一点要想：你职场的层级。

Phil: Yes, it could be that some people in senior roles um, feel that they have to make a comment.

对，可能有些身居高位的人觉得必须发个言。

Phil: It might be hard, perhaps, for people in more junior roles sometimes to make comments in front of more senior people.	而对职位较低的人来说，有时在更资深的人面前发言可能比较难。
Phil: All of this will depend on the culture in your workplace.	这一切都取决于你职场的文化。
Phil: So sometimes it's not an issue, but sometimes the person chairing the meeting might need to deal with that sort of sensitively.	有时这不是问题，但有时主持会议的人可能需要敏感地处理这类情况。
Phil: As we mentioned earlier, sometimes meetings can cause frustration.	正如前面提到的，有时会议会带来挫败感。
Phil: Let's hear from Neil and Beth again.	我们再听听 Neil 和 Beth 怎么说。
Neil: I really don't like it when people are late for a meeting.	我特别不喜欢有人开会迟到。
Neil: I don't like it when meetings overrun, um, because they haven't been planned out.	我也不喜欢会议 overrun（超时），因为它们没被规划好。
Neil: And if they're just, just sort of talking for talking's sake, they're a waste of time.	如果大家只是为了说话而说话，那就是浪费时间。
Beth: Another annoying thing that happens is when you have a meeting, but nobody has made any notes.	另一件恼人的事：开了个会，但没人做任何笔记。
Beth: So, you finish the meeting and then everyone sort of forgets what happened and you need to have another meeting, or you need to try and remember what people said.	于是散会之后大家都忘了发生了什么，你只能再开一次会，或者努力回忆谁说了什么。
Pippa: Both Beth and Neil mentioned meetings, sometimes feeling like a waste of time.	Beth 和 Neil 都提到：会议有时让人觉得是浪费时间。
Pippa: What do you think, Phil?	菲尔，你怎么看？
Phil: I mean, they definitely can be a waste of time if they're not well planned.	说真的，如果没规划好，会议确实可能是浪费时间。
Phil: Um, there's that famous saying, isn't there?	有那句著名的吐槽，对吧？
Phil: This meeting could have been an email.	This meeting could have been an email.（这场会本来一封邮件就能解决。）
Phil: Which would be much quicker for everyone involved.	那样对每个相关的人都快得多。

Pippa: Yes, and Neil said this really great phrase, talking for talking's sake.

对，Neil 说了个很棒短语：talking for talking's sake（为说而说）。

Pippa: This is a really nice expression, which means you talk because you feel like you should rather than because you have something to say.

这是个很好的表达，意思是你说话是因为你觉得「该说话了」，而不是因为你真的有话要说。

Pippa: And this can happen if the meeting isn't planned properly.

如果会议没有规划好，这种情况就会出现。

Pippa: It often happens in meetings that are catch up meetings that maybe happen every week or once a month.

它常发生在 catch up meetings（例会）里——也许每周一次或每月一次。

Pippa: They're in the diary, so everyone goes and then they feel they need to say something because there's a meeting and actually they waste a lot of time because there isn't really anything to discuss.

它们写在日历里，所以每个人都去，然后大家觉得「既然开会就得说点什么」，实际上浪费了大量时间，因为根本没有真正要讨论的东西。

Phil: Yes, definitely.

确实如此。

Phil: Um, another thing.

还有一件事。

Phil: Beth mentioned taking notes, um, which might just be notes you take individually or if there's someone doing it and it's a bit more formal.

Beth 提到做笔记——可能只是你自己记的笔记，或者更正式一点，有专人负责记录。

Phil: We call them minutes, but they're basically the same thing.

我们叫它们 minutes（会议纪要），但基本是一回事。

Phil: A note of what was said in the meeting.

会议里说了什么的记录。

Phil: And it's often quite important to have notes so that you can capture what's been said and what you need to do, um, anything you need to remember, things like that, that have come out of the meeting.

有笔记通常很重要，这样你就能记录下说了什么、你需要做什么，以及任何需要记住的、从会议里产生的事项。

Pippa: Um, yeah.

嗯，对。

Pippa: And it can be quite difficult to run a meeting, to chair the meeting, and also take notes.

既要主持会议、跑完会议，又要做笔记，可能相当难。

Pippa: So in formal meetings, you tend to have somebody who is tasked with taking notes, with writing the minutes.

所以在正式会议里，通常会安排专人负责记笔记、写会议纪要。

Pippa: Um, but in more informal meetings, maybe you want everyone to be able to talk properly in the meeting.

但在更非正式的会上，也许你希望每个人都能好好发言。

Pippa: You don't want anyone to be constantly writing down everything that anyone else has said.

你不会想让任何一个人不停地记下别人说的每一句话。

Pippa: Um, so a useful way to deal with taking notes is to kind of have a summary at the end of the meeting where you agree on the key points from the discussion and what's going to happen next.

处理笔记的一个实用方法，是在会议结束时做个总结：就讨论的关键要点和下一步安排达成一致。

Pippa: So if I was leading a meeting, I might at the end say something like, 'would it be fair to say...?' and then summarise what I feel the discussion has concluded.

如果是我主持，结尾我可能会说：would it be fair to say...?（这么说可以吗？）然后总结我认为讨论得出了什么。

Pippa: Or I might tell people what I'm going to do.

或者我会告诉大家我打算做什么。

Pippa: So I could say 'off the back of this meeting I'm going to...' and then explain.

我可以说：off the back of this meeting I'm going to...（借着这次会议，我打算……），然后解释。

Pippa: Or I could just get everyone to do this together.

或者我可以让大家一起来做。

Pippa: I could say, 'let's make a list of action points from this discussion'.

我可以说：let's make a list of action points from this discussion.（我们来列一下这次讨论的行动要点清单。）

Pippa: And I think this really helps to make sure that at the end of the meeting, everyone feels like a decision has been made, or there's a next step, which is a bit jargony, but it just means what are you going to do next?

我觉得这真的很能确保：会议结束时，每个人都感到做出了决定，或者有了 next step（下一步）——这词有点行业黑话，意思就是接下来你打算做什么。

Pippa: Um, otherwise it does feel like a waste of time.

否则它确实会让人觉得是浪费时间。

Phil: That's it for this episode of Office English.

本期《职场英语》就到这里。

Phil: We'll be back next week with another episode all about rules at work.

下周我们带来新一集，聊职场中的规则。

Pippa: In the meantime, you can find more programmes to improve your business English on our website, bbclearningenglish.com.

同时，你可以在我们的网站 bbclearningenglish.com 找到更多提升商务英语的节目。

Phil: Bye for now.

再会。

Pippa: Bye. 再见。