

臺南市政府「每日聽·英語廣播」文字稿

十二月份廣播主題(二)：會議改期、員工餐敘

2016 年 12 月 16 日~12 月 31 日

Reschedule an appointment

會議改期

Sandy: Hi, Global Consulting. This is Sandy speaking.

全球諮詢你好，我是珊蒂。

Jack: Hi Sandy, this is Jack, the secretary from Horizon Communications. I'm calling about the appointment for tomorrow.

珊蒂你好，我是赫萊森通訊的秘書，傑克。我想跟你討論一下關於明天的會議。

Sandy: let me see here, oh yes, it's at 2:30 in the afternoon, right?

我看一下，喔對，會議是明天下午 2 點半，對嗎？

Jack: well, I'm sorry, but something urgent has come up, my manager won't be able to make it tomorrow at 2:30. Can I reschedule it, please?

是。只是很抱歉，臨時出了一點狀況，我們經理明天無法出席，會議可以改期嗎？

Sandy: I don't think that will be a problem. How does next Wednesday, the 14th, sound?

沒有問題，下個星期三，14 號，可以嗎？

Jack: Let me just check his schedule. Mmm.... Wednesday should be fine. He does have a meeting that day, but it's not until 4. What time is more convenient for your supervisor?

我看一下他的行事曆。嗯...星期三可以。他到下午 4 點才有會議。你們總監幾點方便呢？

Sandy: How about 10 o'clock in the morning?

早上 10 點好嗎？

Jack: Perfect. They can have lunch together afterwards. Please tell your supervisor that I'll make a reservation for the restaurant.

當然好。再請轉告你們總監，我會訂好餐廳。會議後請和我們一起吃個飯。

Sandy: Great, thanks. I'll make sure he knows that. See you next Wednesday then. Give me a call if you have trouble finding our office.

好，謝謝你。我會轉告他的。那就下星期三見了，有什麼問題請再通知我。

Jack: Will do, thanks. See you next Wednesday!

我會的，謝謝你了。下星期三見。

Setting staff dinner

員工餐敘

Shelly: Hey, any ideas about where should we hold our staff dinner this time?

嘿，我們這次的員工餐敘據點有眉目了嗎？

Joe: Well, I think we should all brainstorm together.

我覺得我們應該全體一起來想。

Shelly: Has anyone made any suggestions so far?

有人有什麼建議嗎？

Joe: Not really. One or two coworkers have said they cannot attend, though.

並沒有。只有一兩個同事說他們不能去。

Shelly: I think we should offer a gift to the staff that are unable to attend to make up for them missing out on dinner.

我覺得我們應該有一些小禮物來補償那些不能去聚餐的同事

Joe: That's a good idea, we can ask people to propose ideas for the make-up gifts, and set a budget limit as well.

這提議不錯欸！我們可以列個預算讓所有人來提議該送什麼樣的小禮物。

Shelly: I agree; we also need to make reservations a week in advance to make sure we'll have a table.

我同意。而且，我們同時也該在一個禮拜前就預約好餐廳，才能確定有位置。

Joe: Let's send out an e-mail to everyone in the afternoon and give them a deadline to reply. How about by the end of tomorrow?

那今天下午我們來發 email 給辦公室的同事，並要他們在期限前回覆。像明天下班前？

Shelly: I believe that should be fine. I will get on it right away.

應該沒問題。我現在來弄好了

Joe: Thank you for all your hard work!

謝謝你的幫忙。

Shelly: My pleasure.

我的榮幸。