BEC Word List

Vocabulary List

Vocabulary and example	Write it

agenda n. /əˈdʒendə/

a list of the subjects to discuss at a meeting

Use it with: draw up an agenda · item on the agenda

The first item on the **agenda** is the budget.
议程上的第一项是预算。

minutes n. /ˈmɪnɪts/

a written record of what was said and decided at a meeting

Use it with: take the minutes · circulate the minutes **Tip:** Always plural in this meaning.

Could you take the **minutes** today?
今天你能做**会议记录**吗?

chair v./n. /tʃeə/

to lead a meeting, or the person who leads it

Family: chairperson (n.) **Use it with:** chair a meeting · the chair

The finance director will **chair** the meeting.
财务总监将**主持**会议。

attend v. /əˈtend/

to go to a meeting or event

Family: attendance (n.) · attendee (n.) **Use it with:** attend a meeting **Tip:** Attend a meeting, not attend to a meeting.

Twelve managers **attended** the conference.
十二位经理**参加**了会议。

postpone v. /pəʊstˈpəʊn/

to move an event to a later time

Family: postponement (n.) **Use it with:** postpone until · postpone indefinitely **Tip:** Informal: put off.

We had to **postpone** the meeting until Monday.
我们不得不把会议**推迟**到周一。

cancel v. /ˈkænsl/

to decide that a planned event will not happen

Family: cancellation (n.) **Use it with:** cancel a meeting · cancel an order

The client **cancelled** the meeting at the last minute.
客户在最后一刻**取消**了会议。

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Vocabulary and example	Write it

reschedule v. /rɪˈʃedjuːl/

to change the time or date of a planned event

Use it with: reschedule a meeting

Can we **reschedule** our call for Thursday?
我们能把通话**改到**周四吗?

item n. /ˈaɪtəm/

one subject in a list, for example on an agenda

Use it with: agenda item · any other business

Let's move on to the next **item**.
我们继续讨论下一**项**。

proposal n. /prəˈpəʊzl/

a plan or idea that is formally suggested for people to consider

Family: propose (v.) **Use it with:** make a proposal · reject a proposal

The board accepted my **proposal** to open a new office.
董事会接受了我开设新办事处的**提议**。

consensus n. /kənˈsensəs/

general agreement among a group of people

Use it with: reach a consensus · general consensus

After a long discussion, we reached a **consensus**.
经过长时间讨论，我们达成了**共识**。

brainstorm v./n. /ˈbreɪnstɔːm/

to discuss many ideas quickly in a group before choosing the best

Family: brainstorming (n.) **Use it with:** brainstorm ideas · brainstorming session

Let's **brainstorm** names for the new product.
我们来为新产品的名字进行**头脑风暴**吧。

summarise v. /ˈsʌməraɪz/

to give the main points in a short form

Family: summary (n.) **Use it with:** summarise the main points **Tip:** AmE: summarize.

Let me **summarise** what we have agreed.
让我来**总结**一下我们达成的共识。

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Vocabulary and example	Write it

action point phrase /ˈækʃn pɔɪnt/

a task that someone agrees at a meeting to do

Use it with: agree action points

Each **action point** has a name and a deadline next to it.
每项**行动任务**旁边都写着负责人和截止日期。

memo n. /ˈmeməʊ/

a short written message sent inside a company

Family: memorandum (formal) **Use it with:** send a memo · internal memo

The manager sent a **memo** about the new parking rules.
经理发了一份关于新停车规定的**备忘录**。

circulate v. /ˈsɜːkjʊleɪt/

to send something to all the people in a group

Family: circulation (n.) **Use it with:** circulate a document · circulate to all staff

Please **circulate** the report before the meeting.
请在会前把报告**传阅**给大家。

forward v. /ˈfɔːwəd/

to send an email or letter that you received to another person

Use it with: forward an email · forward to

I'll **forward** you the customer's email.
我会把客户的电子邮件**转发**给你。

attach v. /əˈtætʃ/

to add a document or file to an email

Family: attachment (n.) **Use it with:** please find attached · attached file

I have **attached** the price list.
我已将价目表作为**附件**发送。

confirm v. /kənˈfɜːm/

to say or show that something is definite or correct

Family: confirmation (n.) **Use it with:** confirm a booking · confirm in writing

Please **confirm** the delivery date by email.
请通过电子邮件**确认**交货日期。

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inform v. /ɪn'fɔːm/

to tell someone officially about something

Family: information (n.) **Use it with:** inform someone of / about · keep someone informed

We will **inform** you when the goods are sent.
货物发出后，我们会**通知**你。

enquiry n. /en'kwaɪəri/

a question asking for information

Family: enquire (v.) · inquiry (AmE) **Use it with:** make an enquiry · deal with enquiries

Thank you for your **enquiry** about our prices.
感谢你**咨询**我们的价格。

feedback n. /'fiːdbæk/

comments about how good or useful something is

Use it with: give feedback · positive/negative feedback **Tip:** Uncountable: some feedback, not a feedback.

Customer **feedback** on the new app has been positive.
客户对新应用的**反馈**很积极。

update n./v. /'ʌpdeɪt/

the latest information about something, or to give it

Family: updated (adj.) **Use it with:** give an update · keep someone updated

Can you give us an **update** on the project?
你能向我们介绍一下项目的**最新进展**吗?

get back to phrase /get bæk tuː/

to contact someone later with an answer

Tip: Neutral and friendly; formal: I will contact you.

I'll **get back to** you with the figures tomorrow.
我明天会把数字查清后**回复**你。

voicemail n. /'vɔɪsmeɪl/

a system that records phone messages, or a recorded message

Use it with: leave a voicemail · check your voicemail

I left a **voicemail** for the supplier.
我给供应商留了一条**语音留言**。

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Vocabulary and example	Write it

extension n. /ek'stenʃn/

one of several phone lines inside an organisation

Use it with: extension number

You can reach me on **extension** 245.
你可以拨打**分机** 245 联系我。

put through phrase /pʊt θru:/

to connect a caller to the person they want to speak to

Use it with: put someone through to

Hold on, I'll **put** you **through** to the sales department.
请稍等，我帮你**转接**到销售部。

video conference phrase /'vɪdɪəʊ 'kɒnfrəns/

a meeting in which people in different places see and hear each other on screens

Family: video call (n.) **Use it with:** hold a video conference

We hold a weekly **video conference** with the Paris team.
我们每周与巴黎团队举行一次**视频会议**。

presentation n. /ˌprezən'teɪʃn/

a talk that gives information about a subject to a group

Family: present (v.) · presenter (n.) **Use it with:** give a presentation · make a presentation

She gave a **presentation** on the new marketing plan.
她就新的营销计划做了一次**演示**。

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