

Practical Business English Writing
实用商务英语写作教程

Unit 6 Minutes
会 议 纪 要









I. Learning Objectives

In this unit, you will learn:

- the connotation of a meeting minute;
- the format and the content of minutes;
- how to apply some useful expressions in practice;
- how to take minutes with correct layout and sufficient information;
- the workplace requirements and ethics for writing minutes.





II.Leading-In

About meeting minutes

The meeting serves as an important venue for discussing and solving issues in organizations. **A minute** （会议记录）is a piece of written record that summarizes the basic contents of a meeting for future reference or research. According to different degrees of formality, recording styles and holding time of meetings, minutes vary from one organization to another.

Content of a minute （会议纪要的内容） Minutes are official records of the proceedings at the meetings. Taking minutes is a common practice for secretaries. The secretary may note down the major points of a discussion and every decision at a meeting. The content of effective minutes usually involves the following three parts. First, the opening part. To be clear, the minutes of any meeting should contain the basic





facts: the name of the meeting, the time, date and place, the presiding officer, and a record of attendance; second, the main body of the minutes. In this part, minute takers need to summarize a reference to the minutes of the previous meeting, the reports by officers, old and new business, resolutions, the date and agenda of next meeting, the adjournment time, etc. In the final part, minute keepers need to sign their names. Good minutes should be brief, concise, clear and objective.

Preparation for minute writing（会议纪要写作过程）Before the meeting, reviewing the agenda is an necessary step to get a rough idea about the meeting. With the help of the agenda, it is possible to make an outline of major topics to be discussed. During the meeting, secretaries need to take notes in their own ways. It is necessary for a minutes-writer to make a draft of minutes immediately after the meeting while everything is still fresh in the mind.





Requirements for minutes writing (会议纪要写作要求): Keep accurate. Write down the information accurately and objectively, no matter it is the detailed record or outline record. Do not add your personal view or opinion. Keep the main points. Take down the concrete views of important resolutions, proposals or decisions and arrange the content in a logical way, while catch the simple meaning for those general explanations and make a summary. Keep the right attitude. The minutes-writer should maintain the right attitude and write down the main poins responsibly and seriously from the beginning to the end.





Task 1

Directions: Reading and Comprehension.

1.A minute is a written __D__.

A. letter B. mail C. report D. record

2. __B__ are the minute keepers.

A. The officers B. The secretaries C. The presidents D. The manager

3. __A__ is not involved in an effective minutes.

A. The recording time of minutes B. The time of the meeting

C. The time of next meeting D. The name of the minutes keeper

4. Good minutes should be short, clear and __B__.

A. in detail B. objective C. impartial D. just

5. Which of the following statements is incorrect? A

A. Minutes are just a repetition of what was said in a meeting.

B. Reviewing the agenda is a necessary step before the meeting.

C. Minutes are records of what has taken place, it should be written in past tense.

D.It is necessary for a minute-writer to make a record of the meeting as soon as possible.





III. Formatting

Case 1:

Minutes of the Year-end Sales Meeting of the Fire Charger Exporting Co., Ltd

The opening

Date： December 25, 2004

Present: Dr. Owen Smith (Chair), Bruce Li, Carl Black,
Leo Brown, and Angel Wang

Apologies for absence： Susan Tim

The year-end sales meeting of Fire Charger Exporting Co., Ltd was held at the Meeting Room 301, 1:30 p.m., December 25, 2004. The meeting was called to order and presided over by Dr. Owen Smith, president.





Old business

None

Sales manager’ s report

Bruce Li, Sales Manager, reported the year-end sales of 100, 000 items, 12,400 out of the planned amount. Total revenue was $ 280,000.

Staff report

Carl Black presented the report of the marketing expenditure. A trial advertising was to be released on January 25, 2005.

New business

It was moved by Leo Brown, seconded by Angel Wang, that about $3,000 will be spent on the promotional efforts on the target market located in Argentina.

Adjournment

The body





The meeting was adjourned at 4:00 p.m..



Respectfully submitted,(敬呈）

Eagles Samuel

Secretary

The ending (“respectfully submitted”, the signature of the recorder)





Task 2

Directions: Read the sample and answer the following questions.

1. Who were absent in the meeting?

1. Susan Tim was absent in the meeting.

2. What step will the company take to promote their commodities in Argentina?

2. About $3,000 will be spent on the promotional efforts on the target market located in Argentina.

3. When was the meeting be adjourned?

3. The meeting was adjourned at 4:00 p.m..

4. Whom was the meeting seconded by?

4. The meeting was seconded by Angel Wang.

Notes注释

expenditure n. 开支　　second v. 支持，赞同

adjournment n. 休会，闭会





Case 2:

Minutes of the Meeting of the IMPROVEMENTS COMMITTEE

The Foster Lash Company，Inc.

October 8，2010

Presiding: Patricia Stuart

Present: Mike Negron

Sheila Glun

Ellen Franklin

Samuel Browne

Lisa Woo

Absent: Fred Hoffman

Gina Marino

Trying to be clear, with headings. and subheadings







The weekly meeting of the Improvements Committee of the Foster Lash Company was called to order at 11 a.m. in the conference room by Ms. Stuart. The minutes of the meeting of October 1 were read by Mr. Negron and approved.

The main discussion of the meeting concerned major equipment that should be purchased by the end of the year. Among the proposals were these:

Ms. Woo presented information regarding three varieties of office copying machines. On the basis of her cost-benefit analysis and relative performance statistics, it was decided, by majority vote, to recommend the purchase of a CBM X-12 copier.

Noting down the main points and trying to be objective.





Mr. Browne presented a request from the secretarial staff for new PCs. Several secretaries have complained of major and frequent breakdowns of their old machines. Ms. Franklin and Mr. Browne are to further investigate the need for new PCs and prepare a cost comparison of new equipment versus repairs.

The committee will discuss the advisability of upgrading account executives' personal computers. The report will be presented by Sheila Glun at the next meeting, to be held on October 15, 2010, at 11：00 a. m. in the conference room.

The meeting adjourned at 11:45 a. m.

Noting down the main points and trying to be objective.





Respectfully submitted,

Ellen Franklin, Secretary

The ending (“respectfully submitted”, the signature of the recorder)





Task 3

Directions: Read the sample and summarize the main points of the meeting.

1: The minutes of the previous meeting was read.
2: A list of proposals were put forward and the motions were made.
3: Presenting the plan for the next meeting.

Notes注释

call to order 开会；保持秩序 cost-benefit analysis 成本效益分析
versus prep. 对(诉讼)





IV.Useful Expressions

1.Words and Phrases

words

agenda n. 议程
adjournment n. 休会；延期
committee n. 委员会
decision n. 决议
minutes n. 会议记录
proposal n. 建议
unanimously adv. 全体一致地

adjourn v. 休会；延期
approve v. 批准
consensus n. 一致意见
executive a. 执行的；实行的
preside v. 主持
submit v. 提交
vote v. 投票

Phrases

articles of association 公司章程
casting vote 决定票
new business 新议题

attendance list 出席名单
extraordinary meeting 特别会议
take minutes 做会议记录





2. Sentence Structures

(1)The attendance included… 参会人员有……

attendance 出席人员，参会人员

eg. There was a large/small attendance at the meeting. (出席本次会议人数较多/较少。)

(2) The meeting was presided over by… (sb. presided over the meeting.) 本会议由……主持。

eg. They asked if I would preside over the committee meeting.

他们问我是否主持委员会会议。

(3) The chairman called meeting to order. 主席宣布开会。

call…to order 宣布开会

eg. The regular meeting was called to order by Li Chen at 14:00.

常务会于下午14点由李晨宣布开会。

(4) The minutes of last meeting were approved and signed.

上次的会议记录已通过并签署。





(5) The meeting was moved by… and seconded … by…

决议是由……作出的，得到了……的附议。

eg. The meeting was moved by Mr. Liu and seconded by all the present members.

会议由刘经理作出决议并得到了全体与会成员的附议。

(6) Several appointments and dismissals were announced at the meeting. 会上作出了几项任免。

(7) … was approved unanimously… 一致批准，通过。

eg. His proposal was approved unanimously by the delegates.

他的提案得到了与会代表的一致通过。





(8) The next meeting was scheduled for …(It was agreed that the next meeting would be held on …)

下次会议将在……召开。

eg. The next meeting scheduled for 20 December will be postponed because of the coming Christmas.

由于圣诞节原因，下次12月20日召开的会议将推迟。

(9) The meeting was adjourned at 15:00. 休会时间是下午15:00.





V Strategy

Tips for effective minutes taking

Present the basic situation of the meeting. 呈现会议基本情况

Use headings, sub-headings or bullet points. Keep the basic information of the meeting in good order.

Record the proceedings. 记录会议主要内容

Minutes serves as an objective record of proceedings of the meeting. Secretaries are not allowed to put personal opinions and comments in the minutes. Minutes must be accurate, brief avoiding any unnecessary information. The reports by officers; old and new business; resolutions, etc are involved clearly in minutes. Use passive voice and formal words to state the events.

Provide signature of the recorder. 提供记录人签名

Minutes are usually taken by secretaries who will not speak at the meeting. The ending includes complimentary close "respectfully submitted", the handwritten and typewritten signature of the secretaries.





VI. Practice

Task 4

Directions: Translate the following English sentences to Chinese and vice versa.

1. The project was moved by Brown, seconded by Johnson. (提议)

1. 此项计划有布朗提议，得到了约翰逊的附议。

2. Carl Black presented the report of the marketing expenditure. (市场营销支出)

2. 卡尔·布莱克做了市场营销支出的汇报。

3. About $3,000 will be spent on the promotional efforts on the target market located in Argentina. (促销工作)

3. 大约3000美元将用于阿根廷目标市场的促销工作。





VI. Practice

Task 4

Directions: Translate the following English sentences to Chinese and vice versa.

4. The main discussion of the meeting concerned major equipment that should be purchased by the end of the year.（关于）

4. 本次会议主要讨论关于年底前购置的主要设备。

5.On the basis of her cost---benefit analysis and relative performance statistics, it was decided, by majority vote, to recommend the purchase of a CBM X-12 copier. （相对性能统计数据）

5. 基于成本效益分析和相对性能统计数据，多数人投票赞成购置一台CBM X-12复印机。

6. 会议在会议室举行，由史密斯先生主持。（preside over）

6. The meeting is presided over by Mr. Smith in the Meeting Room.





7. 会议于下午14：50分休会。(adjourn)

7. The meeting was adjourned at 14:50.

8. 会上作出几项任免。(appointments and dismissals)

8. Several appointments and dismissals were announced at the meeting.

9. 上次会议的记录已宣读并通过。(approve)

9. The minutes of the last meeting was read and approved.

10. 总经理无权作出此项决议。(decision)

10. The general manager has no right to make the decision.





Task 5

Directions: Read the following minutes and fill in the blanks with the right expressions according to the Chinese.

Minutes of the First Session of This Year’ s Sales and Marketing Meeting The Foster Lash

Date: May 8，2010

Time: 8:00

1. Present

1_____ (出席者): Dr. David Luk; Peter Negron; Mr. Eric Franklin; Samuel Browne;

Lisa Woo

Absent with apologies: Mr. David Reeves; Fred Hoffman

Topic: introducing a new marketing strategy





2. was called　　3. presided over

The meeting 2_____ (召集) to order and 3_____ (主持) by Dr. David Luk, the dean of the department in the conference room.

Peter Negron urge to improve the content on the websites, hire a web content manager to oversee this content to make sure that whatever information is up to date and to make sure that there is always something new for customers to read. He introduced to create a online community where customers can come to write blogs about their experiences, ask questions in forums and to chat online with new team of online customer service representatives. He decided that it’s time to make the move from print to digital.





4. The motion was unanimously approved.

4_____(他的提案得到了与会代表的一致通过。)

5. will be held

The next meeting 5_____ (将举行)on June 15, 2010, at 11：00 a. m. in the conference room.

6. was adjourned

The meeting 6_____ (休会) at 11:45 a. m.

7. Respectfully submitted

7_____(提交),

Lisa Woo, Secretary





Task 6
Directions: Write a minute with the help of following information taken from the class meeting.

The meeting of Class Two was held in Room 205, Teaching Building at 2:00 p.m. May 11. It was presided over by Miss Wang. Li Yang and Wang Jing were absent from the meeting. Ms. Fang gave a lecture on job hunting. And then, she answered the questions asked by students.

The meeting agenda:

1.Lecture on job hunting;

2.Questions asked by students；

3.Advice to students；

The minutes was taken by Li Xue.The next meeting will be held on May 26.

Tips: job hunting 求职　　job application 求职申请

present 出席（人员）　　absent 缺席（人员）

interpersonal relationship 人际关系　　adjourn 结束，休会





Task 6

Suggested Answers:

Minutes of the Meeting of Class Two

Date：May 11

Present: The whole class

Apologies for absence：Li Yang

Wang Jing

The class meeting was called to order at 2:00 p.m. in Room 205, by Miss Wang. Ms. Fang gave a lecture on job hunting.

Ms. Fang mainly touched upon the aspects as follows：discovering who you are; deciding what to do; finding out about work; getting ready to apply; making applications; going for an interview.

Four students volunteered to ask questions. Li Yingzi asked which is better, go to work or further her study. Yang Chang’s question is how to





deal with graduation stress. Chen Ting asked whether it is better for college graduates to enter military service. Yang Yaohui was worried about the choice of working in big cities or small cities.

Ms. Fang answered the students' questions and gave some advice. She suggested that the new graduates should be passionate about work, make good use of time, and put in honest labor. Ms. Fang taught the students some skills in dealing with interpersonal skills, and told them to make self-examination sometimes.

The next meeting will be held on May 26.

Respectfully submitted

Li Xue





VII. Read for Reference

sample 1.

A&G Korea
Sales and Marketing Department
Minutes of the Weekly Meeting

Date: June 9, 2009
Time:2:00 P.M.
Present: Adam Greene /Sally Seo / Chris Lee / Anna Park / Sharon Kim

Agenda	Detail	Actions to be Taken	Person Responsible
AgendaI.Approval of Minutes form Last Meeting	**-Anna Park read the minutes from the last meeting** **-The minutes were approved as read**		





II.Report Updates Market Share (市场份额)Update	**-The sales and marketing officers presented the market share up-dates on their respective brands -Mr. Adam Greens requested a special market share report on all A&G products launched this year**	**A special market report on A&G products launched this year will be presented starting next meeting**	**All sales and marketing officers**
III. New Business Golden Boy, Inc.	**-Sharon Kim sent a quotation for Spic and Span Multi-purpose Cleaner to a prospective client (潜在客户)last June 8**	**-Follow up quotation sent at the end of the week -Schedule a sales presentation with Golden Boy, Inc.**	**Sharon Kim**





IV. Open Issues A. Presentation of Market Research Findings on Fresh Toothpaste	**-Chris announces that XXX Research and Consultancy, Inc. is ready to present the market research findings(调查报告) on the new product concept for Fresh Toothpaste -Everyone agreed to attend the XXX presentation and have it scheduled by next week**	**Finalize the schedule of the research presentation XXX by Research and Consultancy, Inc.**	**Chris Lee**
B. Promotional Activity for Glow Shampoo	**Free samples of Glow Shampoo will be given to shoppers in key retail stores as part of the promotion for Glow Shampoo**	**Coordinate with key retail stores and make the necessary arrangements for the implementation of the promotional activity**	**Sally Seo**





V. Adjournment	**Mr. Adam Greene adjourned the meeting at 4:00 P.M.**		
VI.Next Scheduled Meeting	**Date: June 16,2009 Time:2:00 P.M. Location: Sales & Marketing Conference Room**		

Minutes prepared by:_____

Anna Park

Minutes approved by:_____

Asam Greene



Sample 2



Minutes of the Special Meeting of the Board of Directors（董事会）



Time: November, 23dr, 2006, 10:00 a. M.

Present： Bruce Chudwick, Jack Devers, Ray Fuller, Clack Garibaldi, Jeremy Kennelly

Absent: Ray Price

The special meeting was called to order and presided over by Mr. Bruce Chudwick in Meeting Room 303.

The minutes of the last meeting was read and approved.

Old Business： none







New Proposals

*Discussed the need to grant temporary privileges to the staff and the process involved in doing so.

Discussed the types of receivers of the proposed temporary privileges list. The Board of Directors is in agreement that all provider types should remain on future list.

New motions

*Motion was made and seconded to recommend that the Board of Directors approve the proposed temporary privileges（临时特权） to the ABC medical staff.

*Decided that future agenda materials and previously faxed materials will now be sent to the members’ secure e-mail accounts.

The motion was unanimously approved（一致通过）.







Next Special Meeting

Next meeting will be held on December 25, 2006, 12:00p.m., in Meeting Room 303

Adjournment

The meeting was adjourned at 12:45p.m.

Respectfully submitted

Jeremy Kennelly, secretary



Thank you for your attention !
谢谢观赏 !



