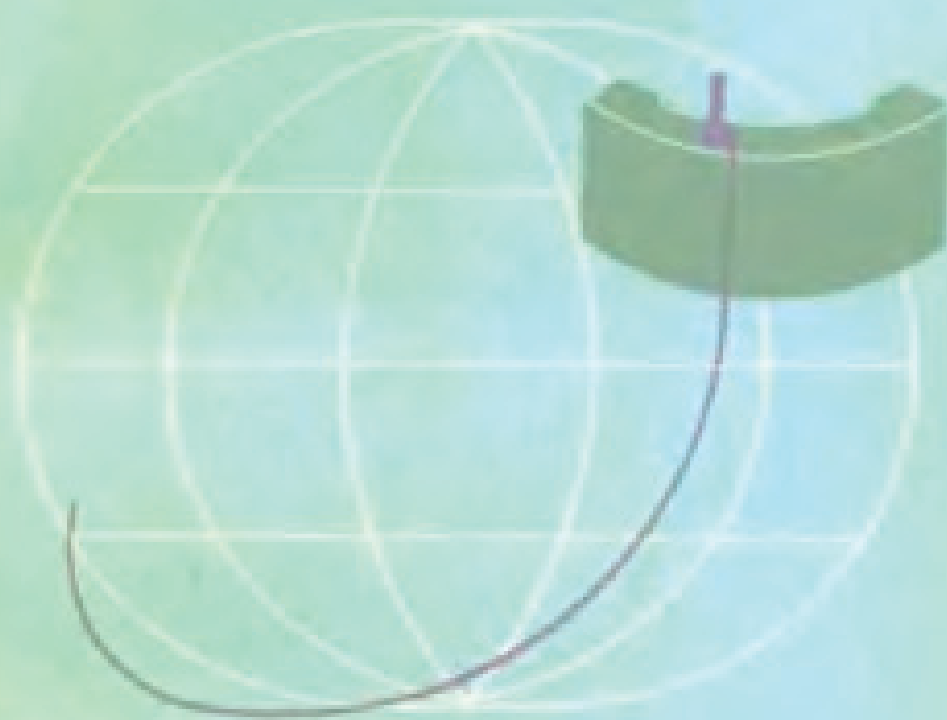


国际学术会议英语口语

张德和 金慧高 编



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国际学术会议的英语口语

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内 容 提 要

本书介绍国际学术会议常用的英语口语,共选编了七百五十个句型,按照应用场合不同,分别编入大会致词、主持会议、学术演讲、学术讨论、即席答辩和有关技术性用语等六章。所选编的句型是适用于各种场合、不同情况下的表达方式,易于熟记和灵活运用。为便于记忆,将类同的句型合并,以加注替换词(短语)方式表示。所有句型均附中译文供参考。选编时力求避免专业术语和行话,使各个领域和专业的工程技术人员、科研设计人员、教师、研究生和大学生,只要具有中等英语水平,都能阅读和应用,并可作为科技英语的辅导教材。

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序 言

现代科学技术的飞速发展,使学术交流日趋频繁和国际化,而国际学术交流之蓬勃发展,又大大促进了科学技术的迅速传播和进步,所以科学技术之繁荣已越来越依赖于超越国界的交流。国际学术会议,则是同行间进行学术思想和成果交流最普遍和有效的形式,因为这样的会议常常云集了来自世界各地的大批专家权威,在较短(一般仅几天)时间内发表大量代表发展水平的最新研究成果,并提供了科学家之间面对面交谈接触与建立联系的极好机会。据国外有关机构统计,目前每年召开的国际学术会议达上万次之多。

近年来,随着我国科学技术和对外关系的发展,我国科技工作者参加国际交流的机会越来越多,尤其是有不少国际学术会议在国内举行,为我们了解国际前沿、与国外学者进行广泛的交流讨论提供了极为有利的条件。在会议上宣读学术论文,包括即席答辩和讨论,是国际学术会议上进行交流的主要和必不可少的手段。这就需要在极短时间内,以确切、生动和紧凑的方式表达丰富的学术内容,使听众既易于理解又留下深刻的印象;在答辩讨论或交谈时,也需清晰而简洁地提出或解答问题。此外,你也可能被邀请为会议的主持人。在这些情况下,语言,尤其是口头表达便成为十分重要而突出的问题。

无庸置疑,几乎在所有的国际学术会议中都以英语为工

作语言。从语言学上讲,英语仅仅是一种语言。由于现代科学技术朝专业化发展并形成学科的趋势,英语在各专业领域中的应用也各成体系,如社交英语、商业英语、科技英语(化学英语、医学英语……)等等。此外,英语本身,因地域不同有英式和美式之分;即使在同—一个地区,也因教育程度、职业或场合不同,在句型、文法、习惯等方面都有差异,英美学术界在撰写学术论文时使用“标准英语”(Standard English)中的“正规英语”(Formal English),在学术会议上宣读论文时也是用正规英语或“一般英语”(General English),但决不用“非标准英语”(Non -- Standard English),因此学术会议上的口头表达有别于比较随便的日常口语。一方面,用英语宣读论文,也不能照搬书面语言,两者是有明显差别的。现在常见的“科技英语”(或专业英语)著作,一般只涉及(书面)科技论著的阅读,以及撰写科技论文的技巧与知识,而作为科技英语的另一部分——以学术演讲和讨论为代表的科技英语口语,迄今还很少被提及,国内亦尚未见此类专业出版。另一方面,笔者曾多次组织、主持和参加国内外举行的国际(包括世界性、地区性和双边)学术会议,发现有一部分学者虽有一定英语基础,撰写和提交了很好的研究成果,并作了认真的准备,但因缺乏有关口头表达的参考材料,所以最常见的毛病是单纯按照学术论文即书面语言的方式作演讲,且不说这样使报告不够生动、重点不突出,还往往给听众带来理解上的困难,当然演讲人也感到吃力和紧张。在即席答辩和讨论交谈的场合,也因为一时无法找到合适的表达方式而感到为难。再则,在国际学术会议这样的正式场合,语言礼仪问题也很重要,尤其应邀主持会

议、作大会报告或致词时,如表达方式不当,甚至会涉及个人以及团体的形象。总之,由于语言障碍而影响学术交流效果的情况并不十分罕见。有鉴于此,我们便产生了撰写本书的想法。

那么,如何向读者介绍学术会议用英语口语呢?根据我们的经验,并参考了国内外有关书刊,我们确定了二条原则。第一要实用,应包括各种场合、不同情况下常常会用到的表达方式,并且易于熟记和灵活运用,显然选编若干句型是最符合这一原则的办法。第二要通用,为此要力求避免专业术语与行话,使各个领域和专业的科研、工程技术人员、教师、研究生和大学生,只要具有中等英语水平,都能阅读和应用,并作为科技英语的辅助材料。按照这一思路,我们先写成“学术会议英语口语讲座”,分六期连载于1991年的“化学通报”上。刊出后的反映是令人鼓舞的,并很快被其它刊物转载。在此基础上,我们又补充了若干内容、使之比较完整,还作了必要的加注和校勘,印成这本可随身携带的小册子。本书的出版如能对读者诸君参加国际学术交流或拓展科技英语范围有所帮助的话,作者将感到十分欣慰。

本书共选编了七百五十个句型,按照应用场合不同,分别归入大会致词、学术演讲、即席答辩、学术讨论、主持会议和技术性用语等六章内。为了紧缩篇幅和便于记忆,将类同的句型合并,以加注替换词(短语)方式表示。为了便于行文,句型中用如下符号:学术会议、团体、研究单位、大学名称及学科领域等,以ABC、DEF……XYZ略写;人名则简为A、B、C、……;方括弧内是替换词或短语,如有一个以上时用斜线分开;圆括

弧内是可以省略的成份；论文题目或具体学术内容用省略号“……(title)……”表示；句型前有*号者适用于邀请报告，其它符号从习惯。所有句型均附中译文供参考。

本书能在短时间内付排出版，应该感谢中国石化出版社以及“化学通报”编辑部的大力支持和鼓励。最后尚需说明：作者虽有多多年从事科研工作的经验，但毕竟不以语言为专业，读者如发现书中有不当之处，以及任何意见建议，望不吝指教。

作者谨识

一九九四年岁末，北京

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第一章 大会致词

大型国际学术会议的开幕式,往往具有很重大的国际意义和影响。虽然依国情而会有所差异,但大体上,主办国的首脑有时会出席,政府官员、主办城市的首长、市长等领导会以来宾的身份莅临会场。其他如学会的会长和学术界的知名人士都将出席会议。

本章包括开幕式中不同身份人士的开幕词、欢迎词和祝词等以及闭幕式中的闭幕词、来宾致词、下次会议的预告等。因会场的严肃性及开幕式和闭幕式的性质,大多使用社交式的(礼貌、客套)口语表达法。

一、开幕式中,宣布开幕、欢迎词及贺词

1. 称谓的用法

在开幕式中需要有致词。当主办国的首脑、政府官员及其他名上出席时,必须依序正确地说出称谓。

(1) Mr. President, ladies and gentlemen;

尊敬的主席(总统)先生,女士们和先生们:

〔注〕 Mr. President 是指国家的主席(总统),不必说出姓名。

(2) Your Excellency, ladies and gentlemen;

尊敬的阁下,女士们和先生们:

[注] Your Excellency 可用来尊称国家首脑、国家的高级官员。直接称呼时用 Your Excellency, 间接提到时, 则用 His (Her) Excellency。但有二位首长在场时, 则必须依序说出姓名, 如:

Your Excellency A and Your Excellency B

(3) Mr. President of the Congress, President A and distinguished guests:

尊敬的大会的主席先生, 会长 A 和贵宾们:

[注] 若只用 Mr. President 通常是指国家元首, 故要明白表示 “of the Congress” 或说出姓名。

(4) Professor A, President B and honored guests:

A 教授, B 会长和贵宾们:

[注] A 教授可能其声望、地位很高, 所以置于会长之前。

(5) Dr. (Professor) A, Dr. (Professor) B, ladies and gentlemen.

A 博士(教授)、B 博士(教授), 女士们、先生们。

[注] 直接称呼姓名更显亲切感。

(6) Mr. Chairman, Distinguished Japanese chemists, ladies and gentlemen.

主席先生, 尊敬的日本化学家们、女士们、先生们。

[注] 参加在日本举办的化学讨论会时, 对主办国的出席者特别表示敬意。

(7) Mr. Chairman, fellow delegates, friends.

主席先生、同仁们、朋友们。

[注] 将参会的代表视为同仁, 较具亲切感。

2. 宣布开会

(8) I now declare ○○ th World Congress of ABC open.

现在我宣布第○○届 ABC 世界大会开幕。

(9) It is (indeed) a great (real) pleasure (privilege/honor) for me to open the ○○ th World Congress of ABC.

(真是)非常高兴(荣幸)由我来宣布第○○届 ABC 世界大会开幕。

(10) I have the pleasure (privilege/honor) of opening the ○○ th World Congress of ABC.

我有幸宣布第○○届 ABC 世界大会开幕了。

(11) It is with great pleasure (honor) that I open the ○○ th International Congress of ABC.

(这是)非常高兴(荣幸)由我来宣布第○○届 ABC 国际大会开幕。

(12) I am very pleased (delighted/happy/proud) to have the privilege (honor) of declaring the ○○ th World Congress of ABC open.

我感到十分高兴(愉快/自豪)有幸宣布第○○届 ABC 世界大会开幕了。

3. 来宾在开幕式上致辞

例句(13) - (16)适合于中国人在北京所举办的国际学术会议的开幕式上致词用。例句(17) - (19)是中国人在外国举行的国际会议上致词用。

(13) I am greatly honored to give the opening address at this ○○ th Internartional Congress of ABC here in Bei-

jing.

我深感荣幸在北京举办的这个第〇〇届ABC国际大会上致开幕词。

(14) I am honored and proud to participate with you in this opening ceremony of the 〇〇th World Congress of ABC and address the distinguished audience on this joyful occasion here in Beijing.

我与你们一起参加在北京的第〇〇届ABC世界大会的开幕式并在这个欢乐的庆典上向听众们致辞而感到荣幸和高兴。

[注] distinguished 和 joyful 都是礼貌用词。

(15) It is truly a pleasure and a privilege to be afforded the opportunity to greet such an illustrious audience at the opening ceremony of the 〇〇th International Congress on ABC here in Beijing.

在北京召开的第〇〇届国际ABC大会开幕式上为我提供机会向尊敬的听众致敬意确是高兴和特别的荣幸。

(16) I am honored to have been invited to address this distinguished audience at the opening ceremony of the 〇〇th International Congress on ABC here in Beijing.

我有幸被邀请在北京举办的第〇〇届国际ABC大会的开幕式上讲话。

(17) I would like to bring greeting from your colleagues in China, and as the president of the Chinese Chemical Society, I am very proud to be here on this very important occasion.

我想为你们的中国的同事们带来祝贺,作为中国化学会

的会长,我很高兴来参加这个十分重要的庆典。

(18) It is a personal privilege for me to be here in Paris as president of the Chinese Society of ABC for this ○ ○ th World Congress of ABC.

我有幸作为中国 ABC 学会的会长在巴黎参加这个第 ○ ○ 届世界 ABC 大会。

(19) As president of the Chinese Society of ABC, it is a unique privilege to have the opportunity of speaking at the opening ceremony of the ○ ○ th World Congress of ABC here in London.

作为中国 ABC 学会的会长,我无比的荣幸有机会在伦敦举办的 ○ ○ 届世界 ABC 大会的开幕式上致词。

4. 主办单位对参会者致欢迎词

(20) On behalf of the ABC Society, I am delighted (very happy/glad) to welcome all of you (you all) to the ○ ○ th International Symposium on XYZ.

我很高兴代表 ABC 学会欢迎你们所有的人来参加第 ○ ○ 届 XYZ 国际学术讨论会。

(21) I am privileged (honored) to have the opportunity to welcome you all (all of you) to Beijing and join in this opening ceremony.

我感到荣幸有机会欢迎你们大家来到北京参加这个开幕式。

(22) It is a (great) privilege (pleasure) (for me) to welcome all of you (you all) to the ○ ○ th International Conference on ABC.

(我)有幸欢迎你们大家参加○○届ABC国际会议。

(23) It gives me (great) pleasure to welcome all of you (you all) to this International Symposium in Beijing.

我感到非常高兴欢迎你们大家参加在北京举办的这个国际学术讨论会。

(24) It is with a profound feeling of pleasure and privilege that I, on behalf of the Organizing Committee of this International Symposium, extend a hearty welcome to you all especially to the many distinguished guests from abroad.

我感到无比的高兴和荣幸由我代表这个国际学术讨论会的组织委员会向你们大家,特别是向来自国外的贵宾们表示热烈的欢迎。

(25) It is with great pleasure that I welcome you to the○○th International Symposium on ABC.

我非常高兴地欢迎你们参加第○○届国际学术讨论会。

(26) As the president of this Symposium, I have the pleasure and (the) honor of welcoming all of you (you all) to this international meeting.

作为这个学术讨论会的主席,我感到高兴和荣幸来欢迎你们大家参加这个国际会议。

(27) In conclusion, please let me welcome you officially to the People's Republic of China and to Beijing.

最后,请允许我正式地欢迎你们到中华人民共和国和到北京来。

5. 主办单位对参会者表示感谢

(28) My special thanks (gratitude) (must) go to those who have traveled great distances to be here.

我特别感谢诸位经远道跋涉来到这里。

(29) Our gratitude (thanks) to each of the participants and attendees, many of whom have come long distances to contribute to the Congress.

我们感谢每位参会者和出席者,他们中有很多人从老远而来为大会作出贡献。

(30) We are particularly grateful to those scientists who have traveled far distances in order to participate in this conference.

我们特别感谢那些为参加这个大会而远道跋涉来的科学家们。

(31) I would like to thank all (of the/the) participants for their interest and efforts in helping us make this conference possible, especially those who have traveled great distances and taken valuable time from their very busy schedules to attend the conference.

我要感谢所有的参会者,由于他们的关心和努力,帮助我们使这个会议开成,特别要感谢那些经远途跋涉并从他们的繁忙时间表中抽出宝贵的时间来参加大会的各位。

(32) We are fortunate in having with us so many colleagues from abroad from different parts of the world (all parts of the world/all over the world).

我们很幸运能有如此众多的从世界各地(全世界)来的同事们与我们在一起。

6. 主办单位对参会者表示关切

(33) It is our earnest hope that your visit will prove pleasant and rewarding to you.

我们最热诚地希望你们的访问将证明是愉快的和有益的。

(34) We wish you a pleasant stay in Beijing and a safe return to your countries.

我们希望你们在北京有一愉快的逗留与平安返回你们的国家。

(35) I wish all participants of the ○ ○ th International Congress of ABC a pleasant stay in our country and an enriching experience, both personal and professional.

我希望第 ○ ○ 届 ABC 国际大会的参会者在我们的国家有一合意的逗留和对你个人和业务上增添一分感受。

7. 参加者对主办单位表示赞赏

(36) I would like to thank Professor A for his kind welcome. I am sure that I speak for all when I say that we feel honored and privileged to be here. I wish in addition to express gratitude on behalf of all the participants of this conference to the ABC Society for the generous way in which it has extended its hospitality.

我要感谢 A 教授的热情欢迎。当我说我们在这里感到荣幸的话,我敢说我是替大家说的。此外,我代表这个大会的所有参会者向 ABC 学会所给予的慷慨款待表示感激。

(37) Thank you very much for inviting us to your great (beautiful) country. It's a personal privilege for me to

be here for this ○○th World Congress of ABC.

非常感谢你们邀请我们到你们伟大的(美丽的)国家,也使我个人有幸来到这里参加这个第○○届世界 ABC 大会。

(38) I am speaking on behalf of all participants, and in particular on behalf of those who have come from overseas, in thanking President A and the Congress officers for inviting us and welcoming us to this august international forum (conference).

我代表所有的参会者,特别是代表从国外来的各位,感谢 A 会长和大会的工作人员邀请我们并欢迎我们参加这个庄严的讨论会(大会)。

(39) I greatly appreciate the opportunity to participate in the opening ceremony of the ○○th International Congress of ABC, and am indebted to the Organizing Committee for the invitation to greet this distinguished audience here in Paris.

我很感谢有机会参加第○○届国际 ABC 大会的开幕式,并对组织委员会邀请我在这里,巴黎,向贵宾们致词表示感谢。

(40) I owe a great debt of gratitude to the President and the organizers of this Congress for inviting me to address this distinguished audience at the opening ceremony of the ○○th World Congress of ABC here in San Francisco.

我感谢这个大会的主席和组织者邀请我在旧金山市召开的第○○届世界 ABC 大会的开幕式上向贵宾致词。

[注] owe a great debt of gratitude to ... 是一种社交式的礼貌表达法。

(41) We thank you for the privilege of being here and of sharing in your equally unsurpassed warmth, friendship, and hospitality.

我感谢你使我们有幸来到这里并与你们共享无比的热情、友谊和款待。

(42) My congratulations to the President and the Congress staffs for the diligent work which they have done in planning and arranging and organizing this outstanding program for the Congress.

我向大会主席和工作人员表示祝贺,因为他们为大会规划、安排和组织好这个突出的程序(节目)付出了辛勤的劳动。

(43) Our congratulations go to Dr. A and Dr. B for their remarkable accomplishments for this Congress.

我为本次大会取得非凡的成就而向 A 博士和 B 博士表示祝贺。

(44) We would like to congratulate the Organizing Committee on (for) the wonderful work they have done in organizing the comprehensive and well rounded scientific program.

我们要祝贺组织委员会为组织这个范围广泛和丰富多采的科学程序(节目)所做的出色工作。

8. 参会者对主办国家(城市)表示赞赏

(45) Your country is indeed one of the great centers of learning and scientific discovery. It is very appropriate that we come here to London from all over the world to exchange ideas and advanced knowledge in the field of ABC.

你们的国家确实是一个求知和科学发现的伟大中心之一。我们从世界各地来到伦敦为在 ABC 领域内交流想法和先进的学识是十分合适的。

(46) It is very fitting (appropriate) that the Congress on this occasion should be held in Stockholm, because Sweden has made many notable advances in the field of BCD. The invention of EFG by Dr. A and his colleagues has open up a new horizon for the study of HIJ and has already proved itself a research tool of value and increasing importance.

这届大会在斯德哥尔摩召开是很合适的,因为瑞典人在 BCD 领域内已作出了很多值得瞩目的进展。A 博士和他的同事们的 EFG 发明已为 HIJ 的研究开辟了新的局面并已证明它是个有价值的和重要性正在增长的一种研究工具。

(47) It is highly appropriate that a symposium on ABC should be held in your country, because as everyone knows the experimental study of this object was initiated by the two great Swiss scientists, A and B, and workers in Switzerland have remained in the forefront of research in this field. An outstanding recent advance has been the discovery of XYZ by Dr. D.

有关 ABC 的学术讨论会必须在你们的国家召开是极为合适的,因为如同每人所知道的,这个课题的实验性研究是由 A 和 B 两位伟大的瑞士科学家创始的,同时瑞士的工作人员在这个领域的研究中居领先地位。一个突出的新进展是 D 博士发现了 XYZ。

9. 介绍会议的背景

开幕式中,主办单位或会议的主席通常都要说明该会议过去的历史。

(48) For those of you who did not attend the previous conferences in this area, I would like to present a brief background on the purpose of this series of meetings.

我想对你们没有参加这一领域的前次会议的各位就有关这个系列会议的目的介绍一点简短的背景。

(49) This is the Third Conference on ABC. The first one was held in November 1968 and the second was held in September 1978, and we are indebted to Dr. A who organized the first two conferences. We will now commence where we left off six years ago.

这是有关ABC的第三次会议。第一次是在1968年11月召开的,第二次是在1988年9月召开的。我们感谢A博士组织了前两次会议。我们现在开始6年前停止的事。

(50) There are several reasons for organizing this conference. Research on ABC is entering a period of mushrooming growth. Therefore, it was highly desirable that interested scientists gather to report new advances, to review processes, to discuss conflicting findings and divergent interpretations regarding DEF, and to make more meaningful plans for the future phases and directions of research.

组织这个会议有好几个理由。有关ABC的研究工作正进入一个雨后春笋般发展的阶段。因此非常需要有感兴趣的科学家聚集在一起报告新的进展,回顾进程,讨论有矛盾的结果和对DEF的不同解释,并对今后一阶段和研究方向搞出更有

意思的计划。

(51) The history of this gathering goes back to September 1982, when it first became apparent to us that developments in the field of ABC had become so important that a conference seemed mandatory.

这个集会的历史可追溯到 1982 年 9 月,当时 ABC 领域的发展已变得如此重要,组织一个会议显然是必要的。

(52) The idea of having an international conference on ABC area one year ago in a conversation among Dr. A, Dr. B and me at the XYZ meeting in Chicago.

一年前在芝加哥市召开的 XYZ 会议上,我与 A 博士和 B 博士的一次交谈中产生了要有一个有关 ABC 的国际会议的想法。

(53) Four years ago, at the 8th World Congress held in New York, I myself was one of the delegates who requested the Federation to allow us to hold the next Congress in Beijing in 1990. We are now especially glad to have the opportunity of holding the 9th World Congress of ABC in Beijing.

四年前,在纽约市召开的第 8 届世界大会上,我本人作为代表之一向联合会请求让我们在 1990 年于北京召开下一届的大会。我们现在特别高兴有机会在北京举办第 9 届世界大会。

10. 介绍会议的目的和期望

目的和期望在理论上是同一回事,但在表达方式上往往以 purpose, objective 等字来表示“目的”,和以 hope, wish

等字来表示“期望”。

(54) The goals of this Conference are threefold. First, it should provide a forum for the exchange of information between participants in this interdisciplinary meeting. Second, it should provide an opportunity to establish and renew personal relationships between participants, and finally, it should stimulate the interest and ambition of participants from all over the world to cooperate in their efforts.

这个会议的目标有三重。第一，它必须为参会者在这个属于交叉学科的会议上提供信息交流的一个论坛。第二，它必须为参会者之间提供一个重温旧情并结新友的一种机会。最后，它必须激励来自世界各地的参会者尽力进行合作的兴趣和劲头。

(55) The aims of this conference are; to foster the exchange of ideas, to evaluate new methods and new lines of investigation, and to bring together scientists from all over the world, working in universities and research institutions.

这个会议的目的是：促进交流想法、评估研究的新方法和新路线，并将来自全世界各大学和研究机构中的科学家集合在一起。

(56) The purpose of this conference is to share our experiences and knowledge in regard to the theory, new developments, and possible applications of these two promising techniques. To this end it is very gratifying to me that we are assembled here today for an informative exchange of ideas.

这个会议的意图是让我们共享有关这两种颇有希望的技术的理论、新发展和可能的应用的经验和知识。为了这个目的,我感到非常满意大家共聚在一起进行增进知识的(提供信息的)交流。

(57) It is the aim of this conference to bring together mainly those who have contributed over a period of years to this subject. Our purpose here is to define the present status of knowledge concerning ABC in five different fields.

这个会议的目标主要是将在几年期间对这个课题已作出贡献的各位集合在一起。我们的目的是要说明有关 ABC 在五个不同领域中的认识现状。

(58) It is with the idea of encouraging and accelerating the exchange of information and opinions on ABC that this conference was organized.

出于鼓励和加速在 ABC 方面的信息和看法上交流的这种想法,组织了这个会议。

(59) This conference was organized as a forum to review and evaluate the data on long-term users of the drug and to attempt an extrapolation of these data to short-term users.

这个会议被组织成一个讲坛来评论和估算一下这个药在长期使用者身上所得到的数据并试图将这些结果用到短期使用者身上作一外推。

(60) This conference will be devoted primarily to the discussion of the various aspects of ABC.

这个会议将主要致力于讨论有关 ABC 的各个方面。

(61) The various contributions at this meeting will

emphasize not only the significant finds, but also the gaps in our knowledge of the various problems involved. Lessons drawn from these presentations will, one hopes, pave the way for new and even more stimulating investigations.

在这次会议上的各种报告将不仅突出重要的发现,而且还将涉及我们在各种问题认识上存在的差距。从这些报告中得到的教训将为新的和甚至更刺激的研究铺平了道路。

(62) This conference represents an attempt to review the present knowledge of ABC and problems related to DEF in the hope that a new direction in clinical investigation and therapy will be defined.

这次大会试图检阅对 ABC 的目前认识情况和对 DEF 有关问题的理解,以期在临床研究和治疗方面确定一个新方向。

(63) I hope that this ○○ th International Congress of ABC will improve our understanding of DEF. I also hope that the Congress will provide the opportunity for personal exchange of scientific results, will facilitate the making of new acquaintances, and will strengthen personal friendships among scientists (participants) from different parts of the world.

我希望这次第○○届国际 ABC 大会将增进我们对 DEF 的了解。我还希望大会将为个人间进行科学结果的交流提供机会,有利于结识新知和加强世界各地的科学家(参会者)之间的个人友谊。

(64) It is hope that this ○○ th International Congress of ABC will create the opportunity to discuss and to promote all the trends and prospects in research and de-

velopment of ABC and related fields.

盼望这个第○○届国际 ABC 大会为 ABC 和有关领域的研究和开发创造一个讨论的机会并推进所有的动向和前景。

(65) It is my (our) hope that this conference on ABC will demonstrate that scientists from different parts of the world can congregate in harmony and work together with unified efforts to develop and achieve interdisciplinary cross-cultural interaction.

我希望这次有关 ABC 的会议将表明来自世界各地的科学家为了发展和实现交叉学科和跨文化的相互作用,能够融洽地集合起来并一致努力地工作。

(66) On behalf of all my fellow participants, I would like to express the hope that the formal presentations and informal discussions at this Symposium will lead to better understanding of the problems of ABC and to the formulation of new approaches to their solution. We also hope very much indeed that this ○○th Symposium will be as successful as the previous ones.

我代表所有的与会者希望在这个讨论会的正规报告和非正规讨论中能对 ABC 的有关问题有更好的了解和制订出解决这些问题的新途径。我们还真正希望这个第○○届讨论会取得象前一次一样的成功。

(67) We look forward to hearing and sharing with the participants of this Conference their experiences with the various pertinent problems, and hope that the cumulative total will prove informative, interesting, and useful.

我们盼望同这个大会的与会者能听到和共享他们在各种

各样有关问题上的经验,并希望这方面的总和将证明能增进知识,有意义和有用的。

(68) May this Congress strengthen the bond of friendship between all of us who are working toward the common cause of prevention, cure, or amelioration of this disease in all aspects.

期待这个大会能将工作在预防、治疗或改善这种疾病各个方面人士之间的友谊纽带加以巩固。

二、闭幕式中来宾致词、 宣布下次会议、闭幕词等

1. 主办单位对主席、与会者、赞助者表示感谢

(69) I would like to thank various people. First of all, the chairmen for the firm and efficient way in which they handled their sessions. Second, the speakers for their excellent presentations. Third, the delegates for having been an excellent audience and having provided stimulating discussion. Last (Last but not least), I would like to thank X, Y, Z, and many other companies for the financial support and cooperation we received in organizing and conducting this Conference.

我要感谢各方面的人士。首先向稳妥和有效地掌握分组的主席们,其次,向提出优秀论文的报告人,第三向既作为一位优良的听众又参予热烈讨论的各位代表们表示感谢。最后(最后但不是最不重要的)向在组织与指导这个会议时给予资

助和合作的 X、Y、Z, 以及其它一些公司表示感谢。

(70) I wish to thank all the chairmen, speakers, and other participants for their valuable contributions. The task of organizing a conference of this kind was not an easy one. I had the good fortune of getting to know personally many of the active and experienced workers in this field. Without the help of my good friends here and abroad, the program could not have been assembled.

我想向所有作出宝贵贡献的主席们、讲演人以及其它与会者表示感谢。组织这类会议不是一件轻松的事。我很幸运我个人能结识很多在这个领域中的活跃和有经验的工作者。如没有我在国内外的朋友们的帮助, 就不能将程序(节目)配合起来。

(71) In closing the ○○○ th international Symposium of ABC, let me first of all express sincere appreciation to DEF for their generous support, and to all the participants for their active cooperation, without which it would have been impossible to organize the symposium and bring it to a successful conclusion.

在第○○○届国际 ABC 讨论会闭幕之际, 请让我首先向 DEF 所给予的慷慨支持和向全体与会者所给予的积极合作表示衷心的感谢。如没有这些就不可能组织这个讨论会并使它胜利结束。

2. 与会者对主办单位表示感激和赞赏

与会者有时也要对主办单位的努力以及他们对于参加者的关切和款待表示感激, 并称赞会议的成就和盛况。

(72) We are all indebted to the organizers of the ○○ th International Symposium of ABC, Professor A and Drs. B,C,D and indeed all of our many Japanese colleagues, including the secretarial staff, who have made our stay so enticingly wonderful professionally, intellectually, and socially. Professor A, please convey our deep appreciation to all your colleagues for a superb reception and for a fine, significant meeting, which will be recognized as a marker and a permanent key stone in the annals of worldwide ABC research.

我们大家都感激第○○届国际 ABC 讨论会的组织者,A 博士,B、C、D 博士和我们很多的日本同事们,包括秘书处工作人员。他们使我们的逗留在业务、知识和社交方面变得如此引人入胜。A 博士,为丰盛的招待会和为卓越的、有意义的会议,请向你的同事们转达我们深切的感谢。这个会议将被公认为是一个里程碑和永久的楔石载入世界 ABC 研究的年鉴中。

(73) I know I speak for all of the delegates to this Congress when I express our congratulation to Drs. A,B,C, D and the many members of the Steering Committee, the Organizing Committtee who have worked so hard to make this Congress a success. I would particularly like to express our thanks to Mrs. E and Mrs. F who have headed up the lady's hospitality part of the program, and I can assure you that their contribution has gone far beyond that.

当我向为使大会取得成功而辛勤工作的 A、B、C、D 博士们以及指导委员会和组织委员会的各位委员表示我们的感激时,我知道我是代表这个会议的所有参加者说的。我特别要向

主管女士节目的E夫人和F夫人表示感谢。我使你们确信她们的贡献还远不至此。

(74) On behalf of all those who have come to this Congress from abroad, I would like to thank our Italian hosts for their immense labors in organizing what has been an unsurpassed and indeed unique occasion. Our meetings were held in this artistic and historic city this is something we shall remember to the end of our lives. Our admiration and gratitude to Professor A and his colleagues are boundless, and we assure him that we are left with a deep affection for Italy and its people.

我代表所有从国外来参加这个大会的人向组织好这个最优的和真是无与伦比的大场面而付出巨大劳动的意大利主人们表示感谢。我们的会议是在这个艺术的和历史的名城召开，这多少是一件会使我们终身难忘的事。我们对A教授和他的同事们的钦佩和感激之情是无限的。我向他保证我们是怀着对意大利和他的人民的深切情感离别的。

3. 宣布下次会议的时间和地点

下次会议的举办国家、会议地点和时间，都是与会者关心的问题，因此多在闭幕式上宣布。假如国际学术组织的下任会长也在场时，通常还要致词欢迎他就任。此外，有时是由下次会议的主席来发布下次会议的主办国家、都市、会期等。

(75) I am proud to have the privilege of announcing that the next World Congress of the International Society of ABC will be held in Japan in August 1993. We should of course welcome as many scientists as possible who may be

interested in the Congress. We look forward to seeing you in Tokyo. We are sure you will not be disappointed.

我感到光荣有此权利来预告国际 ABC 学会的下届世界大会将于 1993 年 8 月在日本召开。我们必然要欢迎越来越多的对大会感兴趣的科学家们。我们期待在东京见到大家。我确信你们将不会失望的。

(76) I am pleased to announce that the invitation of Singapore has been accepted and that the next Congress will be held in Singapore in April 1993.

我愉快地宣布新加坡的邀请已被接受,下届大会于 1993 年 4 月在新加坡市召开。

(77) It is a privilege for me to announce that the next Congress to be held in 1993 will meet in London and that Professor A was elected as its President.

我被授权宣布下届大会将于 1993 年在伦敦召开。A 教授已被选为会议的主席。

(78) I am proud and honored to have the responsibility (opportunity) to serve as President of the next International ABC Congress. Professor S, Dr. T and all their staffs have done such a wonderful job for this ○○ th Congress that a new standard for our International Congress has been clearly defined. I'm sure that we cannot compete with everything that you have accomplished here. But with the assistance and support of the International Association of ABC and of my colleagues from overseas ABC Societies I'm confident that you will not regret coming to Beijing in 1993. We, at the Chinese ABC Society, will make every effort to give

the Congress a solid structure and a smooth performance, and to make your visit a fruitful and pleasant one. Beijing is a historical old city rich in heritage and scenic beauty. It offers many diversions for all kinds of tastes. Now, ladies and gentlemen, we look forward, with great anticipation, to seeing you again in Beijing in September 1993.

我感到很荣幸有责任(机会)担任下届国际 ABC 大会的主席。S 教授、T 博士和他们的工作人员已为第○○届大会做了如此出色的工作,由此为我们的国际大会确立一个新的标准。我肯定我们不能与你们已在这里完成的每件事进行比赛,但有国际 ABC 协会和我们在国外各 ABC 学会的同事们的协助和支持,我确信你在 1993 年来到北京将不会感到懊悔的。我们中国 ABC 学会将竭尽全力让大会有充实的内容和平顺的安排并使你们有一个有所得益的和愉快的访问。北京是一个富有文化遗产和美丽景色的历史古城,它能提供各种情趣的娱乐。

女士们、先生们,现在让我们殷切期待于 1993 年 9 月在北京与你们再相见。

4. 闭幕词

(79) We have come to the end of the Congress. The members of our Organizing Committee are deeply grateful for the hearty cooperation of all participants.

Let us meet again in Paris in 1993 at the next World Congress of ABC which is to be presided over by Professor A. I now declare the ceremony closed.

大会已到此结束。我们组织委员会的委员们深切感谢全

体参会者的热诚合作。

让我们于1993年在巴黎召开的下届世界ABC大会上再见。下次会议由A教授主持。

我现在宣布闭幕。

(80) On behalf of all the members of our Organizing Committee, I wish to express our sincere gratitude (thanks) to all of you who have so actively participated in this Congress to make it such a success. I now extend best wishes to all of you as you return home and to work, and I look forward to seeing you again at the next Congress four years hence in Hong Kong.

I now have the duty and the honor to declare the Congress officially closed.

我代表我们组织委员会的全体委员们向积极参加本届大会并使它取得成功的全体代表,表示诚挚的感谢。在你即将回国和回到工作岗位之际,我向大家致以最良好的祝愿。我期待四年后在香港召开的下一届大会上再度相会。

现在我有义务和荣幸地宣布大会正式结束。

第二章 主持报告会用语

本章的内容适用于主持学术论文报告和专题、分组讨论会的各种口语类型。主持全体大会、开幕式、闭幕式的用语已在第一章中介绍。

一、报告开始前的用语

1. 宣布报告会开始

(1) Good morning, Ladies and Gentlemen: It is a (great) pleasure (for me) [It gives me (great) pleasure/It is a privilege (for me) /I am happy /I am privileged] to welcome you to Session on ABC.

早安,女士们,先生们,(我)很高兴(荣幸)欢迎诸位到ABC会议(分组会)来。

[注]按照场合不同,“Session”可有不同的释意。一般会议常以时间为单元,分为上午、下午、第一次,第二次会议等(morning session, afternoon session, first session, second session, etc.);大型会议常按主题不同,分为若干分组会,分会场,专题会(session A, session B, etc.),详见下列各例句

(2) I would like to [Let us] open [begin/start] the second part of this session dealing with ABC.

我想[让我们]开始关于ABC的会议之第二部分。

(3) I think it's (about) time to start [get started] this session of ○○○th International Conference on ABC.

我想[差不多]到了第○○届国际 ABC 大会这个分组会开会的时候了。

(4) I would like to call the session to order.

我宣布开会了。

(5) This is the first session of the Symposium on ABC.

这是 ABC 学术会议的第一次会议。

(6) It is a (great) pleasure to have this opportunity to discuss ABC.

很高兴有此机会讨论 ABC。

(7) We are coming [come now] to the session on ABC.

[现在]我们进行 ABC 专题会议。

(8) The title [subject] of this meeting is "……(title)……".

这个会议的主题是“……(题目)……”。

(9) May I welcome you (all) to Session II entitled "…(title)……".

我欢迎你们(大家)到标题为“……(题名)……”的第三分组。

(10) I bid [extend] a warm welcome to all gathered here to participate in this Seminar on ABC.

我热烈欢迎所有聚集在此的各位参加这个有关 ABC 的讨论会。

(11) Welcome to the Symposium on ABC!

欢迎参加有关 ABC 的专题讨论会!

(12) It is a (great) pleasure (for me) to open [begin/start] the second part of this morning's session dealing with ABC.

非常高兴由我来召开涉及 ABC 的上午这一分组的第二部分

(13) We are assembled [gathered] here (today) to convene Symposium II which is entitled ".....(title).....".

(今天)我们聚集在此召开标题为“.....(题名).....”的第二专题讨论会。

(14) The purpose of our meeting today is to discuss ABC.

今天,我们会议的目的是讨论 ABC。

(15) Our purpose in holding this conference is to investigate the more practical aspects of ABC.

我们召开这个会议的目的是探讨 ABC 中较为实在的情况

(16) The aim of this session is to review the present state of knowledge and to discuss theories concerning ABC.

这个分组的目的是考察有关 ABC 的目前认识情况并讨论它的一些理论。

(17) This morning we plan to explore the very important problem of international concern.

这个上午我们计划要探究一下国际上关心的十分重要的问题

(18) This is the last meeting dealing with [devoted to] ABC.

这是涉及 ABC 的最后一次会议。

(19) This session is called to order.

这个会议(现在)开始。

2. 主持人自我介绍和介绍其他主持人

(20) I am Dr. A from ABC University, China, and I am going to be in the chair for this afternoon's session.

我是中国 ABC 大学的 A 博士。我将是今天下午会议的主席。

(21) Let me introduce myself. My name is A from XYZ Institute. It is a privilege for me to chair this session.

让我来自我介绍。我叫 A, 来自 XYZ 研究所。我荣幸地主持本分组会议。

(22) We are honored to have Dr. B from University of XYZ on my left as cochairman with me. The secretary is Mr. C of DE Society.

我们十分荣幸, 有我左边的 XYZ 大学 B 博士作为副主席, 秘书是 DE 学会的 C 先生。

(23) It is a great pleasure for me to share the chairmanship with Professor D from Tokyo, Japan.

我十分高兴与日本东京的 D 教授共同作为主席。

(24) Let me [Allow/Permit me to] introduce myself. I am the chairman for this morning's session. I am Professor A from Beijing, China, and my cochairman is Professor B from New York, US.

让我[允许我]介绍一下我自己, 我是上午会议的主席。我是 A 教授来自中国北京, 而我们的副主席是美国纽约的 B

教授。

(25) I am A from Beijing, China. Let me [I would like to] introduce my cochairmen. On my immediate left, Dr. B, Department of Biochemistry, University of Illinois and beyond [on Dr. B's left], Dr. C, professor and chairman of the Department of XYZ, Melbourne University, Australia.

我叫 A, 来自中国北京, 让我[我想]介绍一下我们的副主席。左边紧靠我的是伊利诺斯大学生物化学系的 B 博士, 再过去的[在 B 博士左边的]是澳大利亚墨尔本大学 XYZ 系的系主任和教授, C 博士。

(26) We are very fortunate in that Dr. C is going to deputize for Dr. B as cochairman of this morning's session. It's an honor to introduce Dr. C.

我们很幸运 C 博士被 B 博士委任为上午会议的副主席, 现荣幸地将 C 博士介绍(给大家)。

(27) With me this morning is Professor E, on my left, cochairman who will take over the chair for the following four papers [I will turn the following four papers over to Professor E].

今天上午在我左边的副主席 E 教授将接任主席并主持下面四篇报告[我将把下面四篇报告交给 E 教授主持]。

(28) Dr. A, who was expected to be the cochairman for this symposium unhappily could not attend this meeting and he is therefore not here [with us] today. We are honored, however, to have in his place as the cochairman of this session Dr. B on my left. Dr. B is the director of the

XYZ Institute. We are extraordinarily pleased and honored to have him here today to cochair this meeting.

A 博士被指望为本专题讨论会副主席,不幸他不能出席这次会议,今天他没来。我们十分荣幸有我左边的 B 博士替代他作为副主席。B 博士是 XYZ 研究所所长。我们非常高兴和荣幸今天他到此共同主持会议。

(29) I want to express on behalf of Dr. A from XYZ University his regret at not being able to be present. So, with your indulgence, I will just sit in on his behalf.

我代表 XYZ 大学的 A 博士对他不能出席表示歉意。请大家谅解,我将代表他(主持会议)。

(30) It is now a pleasure to turn the session [chairmanship] over to Dr. B (for the following papers).

现在十分高兴将会议[主席职位]交给 B 博士(主持下面报告)。

(31) With that, I would like to turn the podium [chair/chairmanship] over to Dr. B for the following four papers.

为此我想将主席的席位[主席/主席职位]移交给 B 博士,由他主持下面的四篇论文。

(32) I now [It is now a pleasure to] turn the session [meeting, the afternoon's program for Session I] over to Dr. B.

我现在[现在高兴地]将会议[第一分组的下午节目]移交给 B 博士。

3. 宣布报告的时间限制

(33) First of all, I would like to remind you of the ground [basic rules]. As you know, there are 10—minute papers followed by 4—minute of discussion.

首先,我想提醒诸位[基本的]规则。如你们所知,报告10分钟,接着讨论4分钟。

(34) I am going to ask each of the speakers to confine his remarks to 15 minutes. At the end of each presentation, there will be a 5—minute discussion period. At the end of the session we will have an open discussion on any of the papers presented.

我要求每位报告人将发言限在15分钟,在每个报告后有5分钟的讨论时间。在会议结束时,我们将敞开讨论任何一篇已报告过的论文。

(35) The paper will be limited to 15 minutes. Please try to keep to your time limit. [I'd like to ask every speaker to limit himself to the allotted 15 minutes. All speakers are urged very strictly to keep to the allotted time schedule. We should appreciate it if you would stay within this time limit.]

论文将限止在15分钟。请控制好你们的时间[我要求每位报告人将自己限止在规定的15分钟。所有报告人被要求严格遵守规定的时间进度。如果您保持在此时间限止以内,我们将十分感激]。

(36) We have a number of speakers, who will be presenting papers which will take approximately 10 minutes each. We have 3 minutes for questions and answers.

我们有很多报告人将要提出论文,每个报告约 10 分钟,我们有 3 分钟提问和解答。

(37) The first three papers are basically on the same theme, and they will be presented one after the other. Each paper will have 10 minutes. After the 30 minutes, there will be a 15-minute period of questions and answers. After that there will be separated papers presented with a 2-minute discussion period after each presentation.

头上三篇论文基本上述及相同的主题,它们将一篇接一篇地报告。每一篇报告 10 分钟。30 分钟后将有 15 分钟的问答。在这以后,不相连的论文在每一篇报告后各有 2 分钟的讨论。

(38) I might mention to the speakers that a yellow light will go on when you have two minutes of the 15 minutes left, and a red light will go on when the 15 minutes are up.

我愿提请报告人(注意),当你的 15 分钟报告还有 2 分钟时黄灯亮,当 15 分钟终了时红灯亮。

(39) At 8 minutes, you're going to see at the podium a green light. That means you have to go on and you have 2 more minutes. At 10 minutes, you'll see a red light. That means you have to stop. We have to obey the time-allotted rule.

在 8 分钟时,你将看到讲台上的绿灯,表示你可以继续讲 2 分钟,在 10 分钟时,你将看到红灯,表示你必须停止,我们必须遵守规定时间守则。

4. 报告程序的更改事项

(40) Unfortunately, there are a slight changes in the program because Dr. A has not arrived. The first speaker, therefore, will be Dr. B.

不幸,程序有点变更,因为A博士没有到,因此第一个报告人将是B博士。

(41) There are a few changes in the program, to which I would like to call your attention. Paper No. 6 by A and B will go first and the others will then follow in sequence. In addition, We have two cancellations, the papers No. 10 and No. 11.

程序稍有改变。为此我想请各位注意。A和B的第六篇论文将首先报告,然后其它将依次进行。此外,论文10和11取消。

(42) I have an announcement to make. Drs. A and B regret that they could not be present, and therefore the second paper has been withdrawn from the session.

我有一个通知,A和B博士对他们不能来出席表示遗憾,因此第二篇论文已从本分组会上撤消。

(43) Unfortunately, the next paper is cancelled, and the paper following that also on ABC has no representative here. So, we won't hear anything about ABC.

不幸地,下一篇论文被取消,而接下来的一篇同样谈及ABC的论文又没有代表在此,因此我们不再能听闻到任何ABC了。

(44) Unfortunately, we have two cancellations, the papers No. 10 and No. 11.

不幸地,我们要撤去二篇论文,即第 10 和第 11 篇。

(45) We have a change of schedule. The order of No. 5 and No. 6 is reversed.

时刻表有改变。第 5 篇和第 6 篇对调。

(46) There will be some changes in the order of the presentations. Dr. A's presentation will remain paper No. 1, followed by Dr. B's presentation. The third paper will be presented by Dr. C. Dr. D's paper is No. 4.

报告的顺序有点改变。A 博士的报告仍留在第一,接着是 B 博士的报告,第三篇由 C 博士报告, D 博士的论文是第四。

(47) We are requested by the Congress Secretariat to remind the audience that Dr. A's lecture which was scheduled at noon today will transpose Dr. B's presentation and that therefore Dr. A's lecture will be given tomorrow.

大会秘书处要求我们提醒听众,原安排在今天中午的 A 博士的讲演将与 B 博士的报告调换位置,因此 A 博士的讲演将在明天作。

(48) There has been some change in the people listed on the program. Dr. A who was expected to present the second paper could not attend this meeting, and Dr. B will present the paper.

列在节目单上的报告人已有些变动,原定由 A 博士报告的第二篇论文,因(他)不能出席这个会议,而由 B 博士来报告。

(49) I wonder if I might make a change in the order. I wonder if Dr. C could present his paper now, and then we

could discuss the two papers together, since they seem to be quite similar.

我想我是否将次序改变一下。我想假如C博士现在报告他的论文,我们就可以将两篇论文合在一起讨论,因为它们似乎很相似。

(50) As you all should know by now, we've revised the order of presentation of papers in order to group closely together those which are related.

现在你们大家应该知道我们修改了论文报告的次序,为了使那些相关的论文归在一起。

二、主持报告用语

1. 对演讲人的介绍

* (51) It gives me great pleasure to introduce our guest speaker today. Dr. A is professor of chemistry at University of XYZ. He was born in Beijing in 1932. He received his Ph. D. in organic chemistry from Institute of Chemistry 1962. Then he moved to UVW University where he taught for several years. Dr. A joined the University of RST in 1975. His main research interest is in DEF, and he is a distinguished investigator in this important field. This morning he is going to tell us about OPQ. Dr. A, please.

今天我十分高兴介绍我们的客座演讲人。A博士是XYZ大学的化学教授。1932年生于北京。1962年在化学研究所获得有机化学博士学位,然后去UVW大学工作了数年。1975年转入RST大学工作。他的主要研究领域为DEF。他在此重

要领域是一位卓越的研究者。今天上午他将给我们讲有关 OPQ。A 博士, 请。

[注] 句型 51--55 以及 54 适用于邀请报告、综合报告等场合。

* (52) We are especially honored to have with us today Dr. A of the BCD Institute. Some of you many not know that Dr. A is the man who invented [discovered] XYZ and that in his career he has received many awards. We eagerly look forward to hearing the information he has brought us. His subject is ".....(title).....". May I present to you Dr. A, our guest speaker today.

今天 BCD 研究所的 A 博士与我们在一起, 我们感到特别荣幸。也许有些人不认识他, A 博士是 XYZ 的发明[发现]者, 在他经历中曾获得过许多奖赏, 我们热切地期望听到他为我们带来的信息。他的主题是: ".....(题目)....."。今天我把 A 博士, 我们的客座讲演人介绍给诸位。

* (53) We are very happy [fortunate] to have Dr. A as our guest speaker this morning. I would like to give brief account of the excellent work which he has done in connection with XYZ during the last five years. The title of Dr. A's lecture today is ".....(title)....." we look forward to a stimulating talk from him on this very interesting subject, and it's great pleasure to call on him now to give his lecture. Dr. A.

今天上午我们十分愉快[幸运]有 A 博士作为客座讲演人来到这里。我想简单地说明在最近五年内他完成的关于 XYZ 卓越的工作, A 博士今天的演讲题目是: ".....(题

目)……”。我们期望他就这一非常有意义的主题作一个令人鼓舞的演讲。现在十分高兴请他作报告,A 博士。

* (54) The next special lecture is being presented by Dr. A, Professor of DEF at XYZ University. A native of Brooklyn, New York, USA. We feel grateful that he has taken time from his busy schedule to spend this hour with us. Dr. A's research interest in UVW was initially inspired by his first professor, Dr. B. whom you all known well and Dr. A has been very active in this important field of UVW ever since. Today he will be talking to us about “……(title)……”. I am satisfied his address will be well worth your attention. Dr. A.

下一个专题报告由 XYZ 大学 DEF 教授 A 博士提出。A 博士是美国纽约布鲁克林人。我们感谢他在百忙之中抽出这段时间与我们在一起。他受前任教授,众所周知的 B 博士启发和鼓励在 UVW 领域作研究。A 博士在这重要领域一直十分活跃。今天他将给我们报告关于“……(题目)……”。我确信他的报告是值得各位关注的。A 博士。

* (55) Professor A is so famous [well known to you] that I do not need to introduce him [any introduction].

A 教授如此知名[众所周知],我无需介绍他[任何介绍]了。

2. 宣布开始和引导演讲

(56) The first paper this morning will be presented [given/read] by Dr. A, professor of polymer science at XYZ University, and his topic is “……(title)……”, Dr. A.

今天上午第一篇论文将由 XYZ 大学高分子科学教授, A 博士宣读。他的题目是“……(题目)……”, A 博士。

(57) The final [last] paper of this first half of the program is entitled “……(title)……”. This paper is given by Drs. A and B. Dr. A was unable to come here [attend this conference], and Dr. B will present the paper.

上半时最后一篇报告题为“……(题目)……”, 此文由 A 博士和 B 博士提出, A 博士未能来此[出席这次会议], B 博士将宣读论文。

(58) The next presentation in this session is on “……(title)……”. I would like to call on [ask] Dr. A to talk this very important subject.

本会场下一个报告是:“……(题目)……”。我想请[要求]A 博士谈谈这一十分重要的课题。

(59) We may then get started with the first paper which is authored by Dr. A and his colleagues from Britain. The paper is entitled “……(title)……”, and will be read by Dr. A.

我们从第一篇论文开始。第一篇报告由英国的 A 博士及其同事共著, 论文题为“……(题目)……”, 由 A 博士宣读。

(60) Our afternoon program begins with a paper from XYZ Institute, Germany. The authors are Drs. A and B. Dr. A will deliver the paper. Dr. A, please.

我们下午的安排从德国 XYZ 研究所的论文开始, 著者是 A 博士和 B 博士, 由 A 博士作报告。A 博士, 请。

(61) Our next speaker I'd like to introduce is Dr. A. Dr. A has been working at University of XYZ until 1988.

He is now working at UVW Institute, Beijing. He will speak on [The title of his speech is] “……(title)……”.

我想介绍下一位讲演人 A 博士。A 博士曾在 XYZ 大学工作到 1988 年,现在他在北京 UVW 研究所工作,他将讲[他的演讲题目是]“……(题目)……”。

(62) I am pleased to introduce the next speaker. Dr. A. I am sure Dr. A's talk [speech/lecture] will inform you of newer application of computer in chemistry. Dr. A is a professor of chemical engineering at University of XYZ, Japan.

我很高兴介绍下一位演讲人 A 博士,我相信 A 博士的演讲[发言]将告诉你计算机在化学中新应用的信息,A 博士是日本 XYZ 大学化工教授。

3. 演讲顺序进行

(63) (We are just on schedule. and) We will go on [proceed/move on/ pass on] to the next paper [presentation/speaker].

(我们正好按预订时间)我们继续[进行/转到]下一篇论文[报告/讲演人]。

(64) Let's keep on schedule and go straight ahead to the third paper.

让我们继续按时刻表进行,往下到第三篇论文。

(65) Well, I'm sure we could discuss this longer, but unfortunately time is up [moving on/running out] [we're running out of time]. Our next paper is…….

我相信我们还能讨论下去。但不幸时间已到了(不够了)。

我们的下一篇论文是……。

(66) Unfortunately, the schedule is very [rather] tight. We haven't any time for discussion, so we must immediately go on to next paper.

不幸,议程十分[有点]紧,我们没有时间讨论了,所以我们必须立即继续下一篇报告。

(67) Mr. A. would you wind up your statement? For reasons of time [in the interest of time/for lack of time/because of the pressure for time/because of the shortage of time], we have to move on to paper No. 6.

A 先生,你结束叙述好吗? 由于时间关系[时间不够/时间紧迫/时间缺乏],我们必须继续第六篇论文。

4. 报告中对演讲者的提示

(68) Dr. A, I'm sorry, but we do have to move on; we are running short of time.

A 博士,很抱歉,我们必须往下赶;时间快要完了。

(69) I think perhaps we had better close the discussion now and move on.

我想可能我们最好现在就结束讨论并往下赶。

(70) We're running short of time, and we have to continue now with our program, The next speaker [paper] is …….

我们将时间快用完,我们必须现在继续我们的节目。下一个报告人[论文]是…。

(71) I'm sorry, Mr. A, I think you've talked a lot of time, a little too much. Are you almost finished?

抱歉,A 先生。我想你已经讲了不少时间—稍为多了一点,你差不多要结束了吗?

(72) Excuse me. Dr. A, your time is almost over [up]. Will you please summarize your paper briefly.

对不起,A 博士,你的时间差不多过了。请你简短地总结一下你的报告。

(73) May I interrupt here? We have time now for only a concluding sentence from you. Will you please conclude your remarks briefly.

我能在这儿打断吗? 现在时间只够你讲一句结论了。请你简短地终结你的报告。

(74) Dr. A, are you almost finished?

A 博士,你差不多结束了吧?

(75) Dr. B, your time is almost over.

B 博士,你的时间差不多超过了。

(76) Will the speaker please conclude his remarks.

请演讲人结束他的谈论吧。

5. 结束报告及表示感谢

(77) Thank you (very much), Dr. A, for your [an/the/this] excellent paper [contribution/presentation/message/speech/lecture/talk/address].

(十分)感谢您的[一篇/这篇]卓越的论文[演讲/报告], A 博士。

(78) Thank you. Dr. A, for keeping to the allotted time.

A 博士,感谢您遵守规定时间。

(79) Thank you, Mr. A. I realize how difficult it is for speakers to keep within their time limit, but thank you, Mr. A.

谢谢您 A 先生。我了解对演讲人保持在限定时间内结束是多么困难,但(还是)谢谢您 A 先生。

[注]此句针对超过规定时间的报告人。

(80) Thank you very much, Dr. A. for reading this fine paper for Dr. B.

A 博士,十分感谢您代 B 博士宣读这篇好论文。

* (81) Professor A, in the name of the members of the Chinese Chemical Society, I would like to express our deep appreciation to you for your very stimulating presentation on one of the most important aspects of XYZ. Your presentation has helped us to keep up with the recent progress in this particular field. Thank you very much.

A 教授,我代表中国化学会会员对您在最重要的领域之一 XYZ 所作十分令人鼓舞的报告表这我们深切的谢意。您的报告帮助我们跟上这特殊领域内最近的进展。十分感谢。

(82) Thank you (very much), Dr. A, for presenting an excellent summary [review/overview/view/analysis/survey/assessment] of this very difficult subject.

(非常)感谢你, A 博士你对这个非常难的题目提出了一个绝佳的概要[回顾/总的看法/展望/分析/概观/评估]

说明报告的性质和对报告的赞赏可选用下面的名词和形容词。

paper, contribution, presentation, speech, lecture, talk, address, remarks, report, review, overview, view,

analysis, survey, summary, assessment.

admirable, arduous, beautiful, brilliant, challenging, compelling, comprehensive, constructive, critical, delightful, detailed, elegant, encouraging, enlightening, epoch-making, excellent, extensive, fascinating, fruitful, good, important, impressive, informative, innovative, inspiring, instructive, interesting, lucid, magnificent, marvelous, nice, penetrating, provocative, scholarly, splendid, stimulating, superb, thoughtful, valuable, well-organized, wonderful, etc.

(83) Thank you (very much), Dr. A. This is an excellent study, Certainly I would like to compliment the authors of this paper.

(非常)感谢你, A 博士, 这是一项绝佳的研究, 当然我想对这篇论文的作者们表示敬意。

三、报告后的讨论

1. 宣布讨论开始

(84) The paper (presented) by Dr. A [Dr. A's paper/presentation] is now open for discussion [questions or comments] (from the floor).

现在(由听众)开始讨论[提问或评论] A 博士(提出)的论文。

(85) We are now ready to entertain questions or comments.

现在我们准备接受提问或评论。

(86) I would like to invite [ask for] questions or comments.

我想征求[请求]提问或评论。

(87) The floor is now open for discussion.

现在场内开始讨论。

(88) I'd like to open the floor for discussion.

我想请场内开始讨论。

(89) The first three papers are now open for discussion.

现在对头上三篇论文开始讨论。

(90) We are now ready to entertain questions for any one of the four speakers.

我们现在对四位报告人中的任何一位准备考虑提问。

(91) We now have few minutes for discussion. If you want to ask your question, please raise your hand. I'll try to take the questions in order. If you wish to direct your question specifically to one of the speakers, please do so.

现在我们有几分钟讨论,如果您想问您的问题,请举手。我将尽力按序记下问题。如果您希望将您的问题特别针对某一位演讲人,请便。

(92) If you have a question or a comment, please go to the nearest microphone and turn it on and then give your name, your affiliation and your country.

如果您有问题或评论,请到最近的扩音器前,把它打开,并报您的姓名、单位和您的国家。

(93) We don't hear you, sir. Would you make your way to the microphone? Please ask your question briefly and

clearly [slowly/loudly].

先生,我们听不到。请您走到扩音器前,请简短和清晰地[慢慢地/大声地]问您的问题。

(94) Mr. A. please feel free to approach any microphone and identify yourself.

A 先生,请随便到任何一个扩音器前并自我介绍。

(95) We are running a bit overtime but I think we have time for one or two questions. If you could make your questions as brief as possible, we'd appreciate it.

我们进行得有点超过时间了。但我想我们还有时间提一二个問題。如果您能使你的问题尽可能简短,我们将十分感谢。

(96) Since we are pressed for time, please make your remarks brief.

因为时间关系,请使您的评论简短些。

(97) We have time enough for discussion, now. Please don't hesitate to get up.

现在我们有足够时间讨论,不要犹豫,请站起来。

(98) Will those who want to ask questions or make comments please go to the nearest microphone and identify themselves.

谁想提出问题或作评述,请务必走到最近的话筒并鉴识(介绍)一下他们自己。

(99) Would those who wish to make any comment or address a question please use the microphone and identify themselves by name and country.

谁想要作评述或提出问题的,请用话筒并介绍一下他们

自己的姓名和国家。

(100) Please step up to the microphone, give your name and place, and ask your question briefly and clearly

请走近到话筒报出您的姓名和地方、简洁地提出你的问题。

(101) Please come up to that microphone and identify yourself.

请走向话筒并鉴识(介绍)一下您自己。

(102) Could (Would) you use the microphone and identify yourself?

(请)您可否用话筒并介绍一下你自己?

(103) Could (Would) you speak into the microphone, so (that) we can all hear you?

(请)你可否对着话筒讲,这样我们全能听到你的话?

(104) The paper by Dr. A is now open for discussion. If you have a question or a comment please go to the nearest microphone and turn it on and then give your name and your country and the speaker to whom your question is addressed.

由A博士作的报告现在开始讨论。假如你有问题或评述,请走到最近的话筒并把它打开,然后说出你的姓名你的国家以及你的问题是向那位报告人提问的。

(105) For those of you who want to raise questions, please make sure that the microphone is on before your talk, and give your names and affiliations when you start your question.

谁想提问的,在你说话前请确认一下话筒是开着的。当

你开始提问时请报出你的姓名和隶属机构。

2. 启发和引导提出问题

(106) Are there any [other/further] questions or comments from the audience [floor] regarding Dr. A's paper?

有关 A 博士的论文,听众中有什么[其它/进一步的]问题或评论吗?

(107) Any more questions or comments you would like to address to Dr. A?

您还有问题或评论要问 A 博士吗?

(108) Our discussion has been almost entirely limited to ABC and nothing about DEF. Would anyone like [care] to comment on DEF?

我们的讨论差不多全部局限于 ABC,没有涉及 DEF。有人想评论 DEF 吗?

(109) We have time for one question or comment, if somebody in the audience would like to take the other side of this argument.

我们还有提一个问题或评论的时间,听众中是否有人想提这个争论的另一方面(的问题)?

(110) I would like to ask Dr. A if he would care [like] to make any comments about [on] the paper presented by Mr. B.

我想请 A 博士就 B 先生提出的论文作出任何评述。

(111) Dr. A, you have had a lot of experience in this field. What do you think of Mr. B's suggestion regarding

XYZ?

A 博士,您在这领域已有很多经验,您对 B 先生有关 XYZ 的建议作何想法?

(112) Well, since nobody seems willing to start the ball rolling, I'll just like to make a small comment.

好象没有人愿意开头,我就作一个小小的评论。

(113) Are there any questions for Dr. A? If not, I'd like to ask Dr. A a question myself.

有什么问题问 A 博士吗? 如果没有,我自己想问 A 博士一个问题。

(114) Dr. A do you have any information [explanation/idea] on this point?

A 博士在这点上您有什么资料[解释/想法]吗?

3. 提出和转向新的议题

(115) I think we should begin by discussing XYZ.

我想我们该开始讨论 XYZ 了。

(116) To start, we might spend a few minutes discussing XYZ.

作为开始我们可以花几分钟讨论 XYZ。

(117) Let's turn [move on/pass on] to the next problem [the subject of XYZ].

让我们转到下一个问题[题目 XYZ]。

(118) I would like to switch from XYZ to UVW.

我想从 XYZ 转到 UVW。

(119) We'll now get off the topic of XYZ and move on to the next problem.

现在我们离开 XYZ 话题并转到下一个问题。

(120) While we are talking about this new discovery I think we should also consider its new application.

当我们讨论这个新发现时,我想我们也该考虑它的新应用。

(121) As our first and second talks are on the same subject, I would like to defer the discussion period to the end of the second papers.

由于我们的第一和第二个演讲属相同的题目,我想将讨论时间推迟到第二篇论文结束之后。

(122) Because the first three papers are substantially on the same topic, I would like to hold over the whole question and answer period to the end of the third paper.

因为头上三篇论文在实际上属相同的话题,我想将整个提问和答疑时间推迟到第三篇论文结束以后。

(123) Five minutes before each talk is terminated, there will be a warning signal, a green light, which the speaker, I hope, will be able to identify, and the speaker will then continue five more minutes before a buzzer is given or a red light is shown.

在每一演讲结束之前的 5 分钟,将发出一绿色警告信号,我希望演讲者能识别到,然后演讲者在蜂音器发声或一红色信号出现之前还可继续 5 分钟。

(124) Because we have fewer papers this afternoon, we are allowed a little more time; at least 15 minutes for the presentation of a paper and five minutes for discussion. We'll try not to be too rigid about the length of time.

因为这个下午我们有较宽裕的时间；只少每一篇的报告时间为 15 分钟和讨论时间为 5 分钟，我们将尝试将时间的长短不作严格限制。

(125) We will now [Let us now] proceed [go on/move on/pass on] to a new subject [a somewhat different subject].

我们[让我们]现在进行[进入/转到/提出]到一个新的题目。

4. 限制、中断、终止讨论

(126) We have only a few minutes left, and I want to close with one more question.

我们留下只有几分钟了，我想再有一个问题就结束。

(127) I think that'll be the last [final] question before we close this meeting [go on to next speaker].

我想这将是结束这次会议[进入到下一个演讲人]之前的最后一个问题。

(128) Let me remind you that we just have one minute left, and we would like to have another opportunity for discussions.

让我提醒你们：我们只留下一分钟了，我们希望另外有机会讨论。

(129) I think in the interest of time we have to stop. If you have any other questions or comments, you may have some time at the end of the meeting or you may talk with Dr. A personally.

由于时间关系，我们必须到此为止。如果您有其它问题或

评论,在本次会议结束时你可能有时间,或者您可以个别与A博士讨论。

(130) We must now close the discussion at this moment.

此刻我们必须结束讨论。

(131) Excuse me, Mr. A, I'm afraid time doesn't permit us to go into that subject.

对不起,A先生,我恐怕时间不允许我们涉及那个题目。

(132) I'm terribly sorry, but we're pressed for time. So I'm afraid we'll have to save your question for some other time.

十分抱歉,我们迫于时间,我恐怕我们必须将您的问题留待另外时间(另一次)讨论。

(133) Please don't spend too much time going into the details of your case.

请不要花太多时间涉及您的详细情况。

(134) The discussion at this time is limited to specific questions. Are there any specific questions?

这次讨论将限于专门问题,有什么专门的问题吗?

(135) Excuse me, Dr. A. I think I'll interrupt you, if I may, for questions from the floor.

对不起,A博士。为了让听众提问,我想我是否可以打断您?

(136) May I interrupt, Mr. A? Let's try to have the question related to the program aspects. Are there any other questions?

A先生,我能打断您吗?让我们试图问有关议程方面的

问题。有什么别的问题吗？

5. 纠正讨论离题

(137) We seem to be getting off the main point. Can I bring the discussion back in the direction of XYZ for a moment?

我们好象离开主题了,我能否把讨论拉回到XYZ 方面一会儿吗?

(138) I'm afraid we're moving away a little from the point under discussion. Perhaps we can return to that subject by talking about XYZ.

恐怕我们有点离开正在讨论的要点了,或许我们可以从谈谈XYZ 回到那个题目上。

(139) Mr. A, you're getting off the point a bit. I wish you would confine yourself to the point under discussion.

A 先生,你有点离题了,我希望你限于所讨论的要点上。

(140) Dr. A, that is the answer to another question. The original question Mr. B asked was……

A 博士,那是对另一个问题的回答。B 先生问的原先的问题是……。

6. 调停争议

(141) Dr. A's and Dr. B's opinions are apparently quite opposed but let's leave it at that. Let's proceed to the area which is of some interest.

A 博士和 B 博士的意见显然完全相反,让我们把它放一

放。让我们继续(讨论)感兴趣的方面。

(142) Dr. A, although it's very interesting exchange, but let's turn to the subject of XYZ. Would you tell us something about XYZ?

A 博士,虽然这是十分有意思的交流,但让我们转到 XYZ 题目上来。你能告诉我们有关 XYZ 的一些事情吗?

(143) I think the point is well taken. Dr. A, I have a question. Do you……?

我想观点已经说够了。A 博士,我有一个问题,你……。

7. 准许发言者发言

在讨论的时候,不论是演讲人或听众想要发言,都需要举手征得主席的同意。主席准许发言的表示方式,不可以食指直接指向发言者,这是很失礼的。一般宜用口头准许发言的表达方式。

(144) Yes, please.

是的,请说吧。

(145) Yes, sir [ma'am]?

是的,先生[女士]。

(146) Yes, Mr. [Dr./Professor/Mrs. /Miss] A?

是的,A 先生[博士/教授/女士/小姐]?

(147) The gentleman [lady] in the third row [at the back].

第三排[后面]的那位先生[女士]。

(148) Yes, sir. You have the floor.

是的,先生。请发言。

(149) Do you have a question, sir [ma'am]?

先生[女士],你有问题吗?

(150) Mr. [Dr. A], do you want to say something?

A 先生[博士],你想说一些什么吗?

[注](148)~(149)发言者要求发言的举动不明显。

(151) Go ahead, Dr.

请说吧! 博士。

[注]这是对踌躇不前者的表示法。

(152) Dr. [Professor/Mr.] A, please. I'll appreciate your comments.

A 博士[教授/先生]请。我会欣赏你的评述的。

(153) You, ma'am, then you, sir and you, sir.

是的,夫人你先说,然后你,先生,再后面一位是你,先生。

(154) First, Dr. A then Dr. B, and Dr. C.

首先是A博士,然后是B博士和C博士。

[注](151)、(152)是有好几位想发言的。

四、建议和通知

1. 保持会场秩序

(155) May I have your attention please!

请各位注意!

(156) Be quiet, everyone! Please be seated. I'd like to open the session again.

大家安静! 请就座,我想再次开会。

(157) For those of you standing in the rear, there are some seats available here in front. Please come forward and be seated.

站在后面的听众,前面有空位子,请往前来并入座。

(158) I am afraid those of you sitting in the rear may not be able to see the slides. So, if you come forward, you are welcome.

我想坐在后面的听众可能看不到幻灯片。因此欢迎你们到前面来。

(159) For those of you standing in the rear, I must say that there are several seats up in front.

你们站在后面的几位,我得说前面还有几个座位。

2. 中间休息的通知

(160) We are now going to take a ten—minute break [coffee break/tea break].

现在我们休息十分钟[喝咖啡/喝茶]。

(161) Now we have an intermission until 3 : 30.

现在我们休息到三点半

(162) The session will now recess for a coffee break.
会议现在休息喝咖啡。

(163) Let's take [have] five—minute stretch.

让我们休息五分钟。

(164) Since we're running 30 minutes behind schedule, we won't have any intermission, I am sorry.

因为比预订时刻表延误了三十分钟,我们不休息了,抱歉。

3. 其它通知

(165) Before we open the discussion to the floor, I

have an announcement to make. I'd like to call to your attention that the reception party will be held tonight from 7 to 9 in Room A on the first floor of the Asian Hotel.

在我们开始讨论之前,我有一个通知,我请诸位注意,招待会今晚七点到九点在亚洲饭店一楼A室举行。

(166) The buses bound for the International Science Center will leave from the main entrance soon. All the participants please proceed to the main entrance immediately after the meeting.

开往国际科学中心的公共汽车马上要从大门口开出。全体与会者在会后请立即到大门口去。

(167) Is Dr. A here? You are requested to come to the Information Desk immediately. Dr. B is waiting for you.

A 博士在这里吗?请你立即到问询处去,B 博士正在等您。

五、结束会议用语

1. 预示会议即将结束。

(168) We have only a few minutes before this meeting will come to a close.

离会议结束只有几分钟了。

(169) Time has gone by so fast. (I see) It's already to our time limit.

时间过得真快(我想)差不多到时间了。

(170) We have come to the end of our allotted time [time period].

我们已经到了我们的规定时间[结束时间]。

2. 宣布会议结束

(171) We will now (have to) close the meeting [session].

现在我们将(必须)结束会议[分组会]。

(172) It's time for us to close this meeting.

到结束这次会议的时候了。

(173) Let's break up.

散会。

(174) The meeting is now closed [adjourned].

会议现在结束[休会]。

3. 结束会议时表示感谢。

(175) I would like to close this session by thanking all the speakers and participants.

我想感谢所有报告人与到会者并结束会议。

(176) Let me thank you all again and, with this, close the session now.

现在让我再次感谢大家,并结束此会。

(177) In closing the meeting. I'd like to express my sincere thanks to the participants for their thoughtful presentation, and also give my personal thanks to my cochairman, Dr. A, Miss B, timekeeper, and to the people who handled the slides.

在结束会议的时候,我想对作了有启发性的报告的与会者表示真诚的感谢,也对会议副主席 A 博士,计时员 B 小姐

以及操作幻灯的先生表示个人的感谢。

(178) Before I close this session. I'd like to thank the speakers for their excellent presentations and the audience for their attention this afternoon.

在结束会议之前,我想感谢今天下午报告人作了精采的报告和听众注意地听讲。

(179) On behalf of myself, Professors A and B, I'd like to express our appreciation for the interesting and informative presentations and discussions we had this morning. Thank you very much.

我代表 A 教授、B 教授和自己,为今天上午令人感兴趣的和内容丰富的报告、讨论,表示我们的感激之情。感谢大家。

(180) I am sure you will agree with me that we have had a wonderful session and that the speakers have done a wonderful job. On behalf of you all, I sincerely thank all the speakers.

我相信大家会同意我(的看法):我们开了一个很好的会,讲演人作了精采的报告,我代表大家真诚地感谢所有的报告人。

(181) I'd like to thank the speakers, the discussants, and the audience for making this conference a success.

我想感谢讲演者,参与讨论者和听众,使得这次会议成功。

第三章 学术演讲的通用句型

一、报告正文前后的社交辞令

在国际学术会议上,演讲者或报告者在发表言论和宣读论文之前,一般都有礼节性的开场白。根据各种情况的不同,开场白的内容也有所不同。象在专题演讲的场合中,最好开场白长一点,而且口气也要委婉,但在宣读论文时,特别是时间已耽误的情况下,开场白要简单些。

1. 开头的称谓

(1) Mr. [Madam] Chairman, Ladies and Gentlemen.
主席先生[夫人],女士们、先生们。

(2) Mr. Chairman, Mr. Cochairman, Ladies and Gentlemen.

主席先生、副主席先生、女士们、先生们。

[注]如果有两位主持人时,应同时提及。

(3) Professor [Dr.] A, Ladies and Gentlemen.

A 教授[博士]、女士们、先生们。

[注]称呼主持人 A 的名字比(1)和(2)更感亲切。

2. 感谢主持人的介绍

(4) Thank you very much, Professor A, for your gra-

cious [very kind] introduction.

A 教授,十分感谢您好意的介绍。

(5) Thank you, Dr. A. Let me first of all thank you for your very kind introduction.

谢谢 A 博士,首先让我对您十分友好的介绍表示感谢。

(6) First, may I thank you for your generous introduction.

首先我为您宽宏的介绍表示感谢。

3. 报告开头的礼节性用语

在专题演讲时,演讲者的表示法较谦恭,但在一般的宣读论文时,由于受时间限制,礼节性用语可省略。

(7) I am delighted [very glad/very happy/very pleased] to be here.

我很高兴[十分高兴/愉快]来到这里。

* (8) I am particularly honored to have been invited to speak at the ○○ th XYZ Congress.

我特别荣幸应邀在○○届 XYZ 大会上报告。

(9) It is indeed a great pleasure for me to be here in Beijing.

来到北京实在使我非常高兴。

(10) It is a very great pleasure indeed for me to be able to attend the ○○ th Annual Meeting of your distinguished Society.

能出席你们学会的○○届年会实在令我十分高兴。

(11) I am honored to be here.

我能来到这里感到荣幸。

* (12) I am honored and proud to have the chance to address you at your ○○ th National XYZ Congress here in Tokyo.

我感到荣幸和高兴能有机会来到东京并在你们的○○届XYZ全国会议上作报告。

* (13) It is a great privilege and (an) honor for me to be called upon to give this address.

我有幸被邀请来作这个报告。

* (14) It is indeed an honor to be (have been) invited to give a lecture this morning and present the work that I have been interested in for a long time.

这实在是一种荣誉被邀请来在今天早晨介绍我长期以来感兴趣并从事的工作。

* (15) It is indeed a pleasure to have been asked by the Academy of Sciences to discuss the present status of XYZ.

(我)实在感到高兴被科学院请来讨论XYZ的现状。

(16) It is truly a pleasure and (a) privilege to be afforded the opportunity to address this session of your ○○ th Annual Meeting in beautiful and historic city of Beijing.

在美丽的历史名城北京,有机会在你们的○○届年会的这个分组上演讲,我真感到高兴和荣幸。

* (17) It is with a great sense of honor that I have accepted the invitation of Professor A to address this Plenary Session of 4ACC.

我十分荣幸地接受A教授的邀请在第四届亚洲化学大

会上作大会报告。

* (18) I would like to begin my talk by thanking the organizers for inviting me [for their invitation] to take part in this Congress.

我想在报告的开头首先对组织者邀请我[他们的邀请]参加这次大会表示感谢。

* (19) I would like to express my deep appreciation to the organizing committee making my visit here possible. I am also greatly indebted to Chinese XYZ Society who have taken care of me here so splendidly.

我想对组织委员会表示深切的谢意，他们使我能到这里来访问。我也十分感激中国 XYZ 学会在这里给予我极好的照料。

[注]“take care”有时包含对方招待资助之意。

(20) I appreciate the opportunity to be here today to attend the ○○th Annual Meeting of Chinese XYZ Society.

我很高兴今天有机会到这里来参加中国 XYZ 学会第○○届年会。

(21) It is a great pleasure to be here and to be given the honor of opening the discussion on this extremely important topic.

非常高兴来到这里并荣幸地让我来开始对这个极为重要的论题开展讨论。

(22) It is a great honor for me to have the opportunity of giving the final lecture in this Congress.

我有机会在这个大会上作最后一个讲演，感到很荣幸。

[注]在大会上作最后一个讲演者所说的话。

(23) It's a great honor for me to be allowed to speak about ".....(title).....".

我感到很荣幸被允许来讲一下“.....(题目).....”。

(24) It's a pleasure for me to give you my perspective on XYZ.

我很高兴向你们讲一下我对XYZ的展望。

* (25) I consider it a great privilege to be allowed to make a speech on the occasion of the ○○ th anniversary of your Society.

我认为是一个很大的荣幸被允许在你们学会的○○周年纪念日之际作一个报告。

* (26) I owe a great debt of gratitude for asking me to speak here today.

我欠大会主席请我今天在这里作讲演的一番恩义。

* (27) I would like to thank Dr. A for permitting me the privilege to speak to this audience.

我想感谢A博士允许我向听众做讲演的礼遇。

(28) First, may I thank you for the privilege of asking me to present this lecture today.

首先,感谢您请我在今天作这个报告。

4. 报告结尾的礼节性用语

(29) Once again I want [would like] to thank you for the privilege and the opportunity of talking to you about this subject. Thank you very much.

我想再次感谢诸位给我此礼遇和机会,能就这一课题向诸位报告,十分感谢。

(30) Ladies and gentlemen, it has been a great pleasure for me to exchange my views on this complex problem with you. Thank you.

女士们先生们,我十分高兴就这一复杂的问题与诸位交换我的看法,谢谢诸位。

* (31) My last word again is how honored I am to be invited to talk with you, and I wish you all good luck for the superb Congress. Thank you, Professor A.

最后,我再次对被邀请向诸位报告感到十分荣幸。希望各位在此盛会上顺利愉快。谢谢您 A 教授。

(32) In closing, I wish to express my great appreciation once again to Professor A for inviting me to participate in the XYZ Symposium. Thank you very much.

在即将结束时,我希望再次表达我对 A 教授邀请我参加 XYZ 专题讨论会的感激之情。十分感谢。

(33) I cannot conclude my address without expressing my appreciation once again to Professor A for inviting me to participate in this superb meeting.

我在结束我的报告时,要再次对 A 博士邀请我参加这个极好的会议表示感谢。

(34) I cannot conclude my address without expressing my appreciation once again to Professor A for inviting me to participate in this superb meeting. Thank you.

在结束我的报告时,我要向 A 教授邀请我参加这个极佳的会议再次表示感谢,谢谢您。

(35) Thank you (very much) for the privilege of presenting this paper.

(非常)感谢你使我有幸介绍我的论文。

5. 结束语

(36) Thank you (very much)

(十分)感谢。

(37) I (want to) thank the audience for their attention. Thank you, Mr. Chairman.

我(想)感谢诸位的专心,谢谢您主席先生。

(38) Thank you (very much) for your (kind) attention [endurance/patience/indulgence] (in listening to a rather long talk).

(十分)感谢您们的专心[耐心](听一个长报告)。

二、报告事项的临时变更

1. 更改报告题目

程序表中将讲题印错时,一定要改正过来。

(39) First of all, I do want to correct the title. It should be "……(title)……".

首先我想修改报告题目。它应为“……(题目)……”。

(40) First of all, I want to mention that the title should be "……(title)……".

首先,我要说明文章的题目应为“……(题目)……”。

2. 原报告人缺席,由他人代读

(41) I will read a paper by Professor A from ABC University, who regrets that he could not be here. The title

is ...

我将宣读 ABC 大学 A 教授的一篇论文。他对不能来此表示抱歉,论文题目是…。

(42) The next speaker, Professor A, regrets that he could not be here and has submitted his paper to me. I am somewhat familiar with his work. I hope I will be able to read this paper. I am not sure whether I will be able to be very confident in answering specific questions, but I will try my best.

下一位演讲者 A 教授对他不能来此表示抱歉,他已把论文交给我。我对他的工作有些了解,我希望我将能宣读这篇论文,但我不知道我是否能十分有把握地回答专门的问题,我将尽力而为。

[注]此例是指由主席代为宣读。

三、表明文章中心内容

虽然从报告人预先发表的报告题目上可以了解其大体上要说什么,但报告人若能在报告一开头就说明中心内容,则更能吸引听众的注意。

(43) Today [this morning/this afternoon] I would like to talk to you about some of our work in the field of ABC.

今天[今天上午/今天下午]我想向你们报告在 ABC 领域中我们的某些工作。

(44) Today I will be speaking mostly about ABC, but I will also cover DEF later on.

今天我将主要报告有关 ABC(方面的工作),也将在后面论及 DEF。

(45) Today I would like to present the results of ABC studies performed with DEF technique at XYZ University by Drs. A,B,C and me [myself].

今天我打算发表用 DEF 方法得到的 ABC 研究的结果,这个工作是 XYZ 大学 A、B、C 博士和我完成的。

(46) Today I would like to provide a brief overview of the findings and conceptual issues in this area. After the overview, I want to describe some of our most recent data, some of which suggest possible roles for XYZ.

今天我想提供这方面的发现和概念性结果之简要的综观。在此之后我将叙述若干我们最近的数据,由这些结果可使人联想到 XYZ 的可能作用。

(47) Today I would like to review the present state of knowledge concerning the relationship between ABC and DEF.

今天我想就 ABC 和 DEF 之间关系(的知识)之现状作一综述。

(48) What I would like to do today is to review the present situation of ABC to point out what I think are the areas of difficulty and to indicate where ABC studies will be going in the next few years.

今天我打算综述 ABC 方面的现状,进而指出我考虑在这方面的困难和最近几年内 ABC 领域内可作哪些研究。

(49) When I was invited by Professor A, he asked me to speak about the work I had done on ABC. However, I

must say that as far as I am concerned that was essentially history. And so, what I would like to talk about this morning is my recent work in the field which is quite new and of course has become exciting.

当 A 教授邀请我时,他要求我报告我在 ABC 方面的工作,但我必须说,就我而论这主要已成为历史。因此今天上午我想报告我在一个十分新并变得更感兴趣领域中的最近的工作。

(50) Today I would like to give a talk on various aspects of the application of ABC to the study of XYZ.

今天我想谈一下有关应用 ABC 于 XYZ 的研究的各种情况。

(51) Today I would like to present a brief summary of ABC [some data on ABC].

今天我想介绍一下 ABC 的概略[有关 ABC 的某些数据]。

(52) What I would like to do today is to review with you some of the concepts for the treatment of water pollution and give you my own viewpoint as to how some of these problems should be managed.

今天我想与你们一起回顾一下有关对处理水污染的一些概念和谈一下我对如何对付其中有些问题的个人观点。

(53) My purpose today is to make a general comment on recent progress made in the medical treatment of this disease.

今天,我的目的是对这些疾病的医学治疗的最新进展作一般性说明。

(54) My topic today will deal with one of the most serious problems we are facing today.

今天我的题目述及我们今天面临最重要的问题之一

(55) It is my intention this afternoon to summarize some recent advances in the field of ABC.

今天下午我(报告)的目的是总结 ABC 领域某些最近的进展。

四、说明报告内容的论述次序

(56) I should like to give this talk in three parts. The first part deals with ABC. The second part concerns DEF, and then the last part related to GHI.

我打算作的报告分为三部分。第一部分涉及 ABC, 第二部分有关 DEF, 最后部分是关于 GHI。

[注] 注意本句中三个动词不同, 但意思相近, 这样避免重复用同一个词为好, 下例同此。

(57) Today, I will first discuss ABC. I will then touch on DEF, and finally describe GHI.

今天我将先讨论 ABC, 然后涉及 DEF, 最后叙述 GHI。

(58) I would like to divide my talk this afternoon into three parts. 1)....., 2)....., and 3)......

今天下午我打算将我的报告分成三部分: 1)....., 2)....., 和 3).....。

(59) I would like to make three points with respect to ABC. The first point relates to A. The second point concerns B. The third point is that.

关于 ABC 我想谈三点, 第一点与 A 有关, 第二点涉及 B, 第三点则是……。

(60) I want to make some comments on ABCD. First, …… Second, …… The third comment relates to C …… The last comment concerns D…….

我要对 ABCD 作些论述, 第一, …, 第二…, 第三论述一下 C…, 最后论述 D。

(61) I think there are two additional points which have to be considered here. One is that, …… The second point is that …….

我想在这里还必须考虑额外的二点。一是……。第二点是……。

(62) Let us start with the chemistry of this drug.
让我们从这个药物的化学来开始。

五、报告中论点的提出

1. 逐条陈述论点

(63) I think it would be best to start off by making some general comments on ABC.

我想最好从某些 ABC 方面的一般评述开始。

(64) I should like to preface my remarks with a description of ABC [with some very general statements about ABC].

我打算对 ABC 的说明[若干十分一般的说明]来开始我的论述。

(65) The first point I would like to make about ABC

is that…….

我想讲关于 ABC 的第一点是……。

(66) The next point I would like to bring up has to do with ABC.

我想提出的下一个论点应该是 ABC。

(67) Let's [Let me/I would like to/We'll] turn now to (the question of) ABC.

让我们[让我/我想/我们将]现在转到(问题)ABC。

(68) I would like to [We'll] shift to (the topic of) ABC.

我打算[我们将]转换到(论题)ABC。

(69) This [That] brings [leads] me to my second point.

这[那]引导我到我的第二个论点。

2. 映证前面的论点

(70) I would like [I want] to go back [return] to (the question of) ABC.

我想回到(问题)ABC。

(71) Now, to come back to what I was saying a moment ago.

现在回到我刚才所说的。

(72) I would like to refer again to ABC.

我想再次归结(参照)到 ABC。

(73) Referring again to ABC, I think…….

再次归结(参照、涉及)到 ABC, 我认为……。

(74) Let's get back (again) to what each of us con-

siders important.

让我们(再次)回到我们每人都认为重要的(话题)。

(75) This brings [leads] us back to the question of ABC.

把我们拉回到 ABC 这个问题上。

3. 提出另一论点

(76) Now, let's [I'd like to] talk about [look at/consider/deal with/go over/go through/discuss/describe, etc.] ABC.

现在让我们[我想]谈谈[看/考虑/论及/考察/通过/讨论/叙述]ABC。

(77) What we would like to consider [talk about, etc.] at this point is that…….

在这一点上我们打算考虑[谈及]的是……。

(78) We'll now move on to (the next problem of) ABC.

现在我们将转到 ABC(的下一个问题)。

(79) I'd like to [Let's] leave the topic of DEF and consider [look at/talk about] ABC.

我想[让我们]留下 DEF 话题而考虑[看一下/讲一下]ABC。

六、详细论述和简略论述方式

1. 论点的详细叙述

(80) I would like to go enter into some detail on this

question.

我想就这个问题进行详细叙述。

(81) Since this problem is very important to us, I would like to spend some time describing it in greater detail.

因为这个问题对我们十分重要,我打算用一些时间更详细地叙述。

(82) I would like to elaborate [expand/enlarge/amplify] on this matter with some more slides.

我想再用几个幻灯片更详细[详谈,扩大]说明这一情况。

(83) The next point that I want to deal with a little more extensively is ABC.

下一个我想更详尽论述的论点是 ABC。

(84) Let us consider some of these factors in more detail.

让我们更仔细地考虑其中的一些因素。

(85) We will discuss this matter in a little more detail as we go on.

当我们谈下去时我们将更详细地讨论这件事。

[注]演讲者用 we,有“和听众一起”的亲切感。

(86) I'd like to deal with this question in more depth later on.

我想在后面更透彻地讨论这个问题。

(87) I'd like to discuss this matter at length.

我想非常详细地讨论这个问题。

(88) Now, let's [I'd like to] spend some time [a few minutes] on ABC.

现在,让我们[我想]在 ABC 上花上些时间[几分钟]。

2. 论点的简略叙述

(89) In the interest of time [brevity], I won't [I don't want to] go enter into detail (s) (on this subject).

由于时间关系[为了要简短],我不打算(就这个问题)详细讨论。

(90) I don't feel that I should go into experimental details, since they are published.

因为它们已经被发表,我感到无需谈及实验细节。

(91) Without going into details, I just want to point out that…….

无需详谈,我只想指出……

(92) I would offer [give] a short [brief] description of ABC.

我将提供[给出]ABC 的简短描述。

(93) Let me [Let's] just go through (over) the next three points quickly [briefly].

让我[我们]快速地[简要地]研讨下面三个问题。

(94) I would like to review [consider, describe/speak of/discuss/state/mention/comment on etc.] ABC (very/rather) succinctly.

我想(十分/稍为)简洁地综述[考虑/描述/谈及/讨论/说明/提及/解释]ABC。

(95) I feel we should just touch upon some of these interesting points for a few minutes.

我觉得只需用几分钟简略地触及某些感兴趣的问题。

(96) Now, let's [I'd like to] take another moment to

talk about [consider] ABC.

现在,让我们[我想]在其它时间谈(考虑)ABC。

(97) I feel we should just touch upon some of these interesting points for a few minutes.

我觉得只需花几分钟简略地触及某些感兴趣的问题。

(98) The subject has recently been reviewed in detail, and I shall sketch in [out] briefly here only ABC.

这一题目最近已被详细评述,这里我仅仅略述ABC。

(99) There are many more I could mention, but these few words will suffice.

我能提到的还有许多,但这些已足够了。

(100) Let me just say a couple of things about ABC.

关于ABC,让我只说三两点。

(101) I am afraid I won't have time to cover everything of ABC.

我恐怕没有时间涉及ABC的每件事。

(102) Unfortunately, I will have no time here to go into this question in any more detail.

很抱歉,这里我没有时间更详细讨论这个问题。

(103) Time will not permit me to go over all these things [deal with any details of ABC].

时间不允许我涉及所有这些问题[论及ABC更详细情况]。

(104) My time is running short. So, I will be brief.

我的时间不多了,所以我将简短地讲。

(105) Time did not permit going into detail on the problem of ABC.

时间不允许详述 ABC 问题。

[注] 此句用于简述结束后,注意动词时态与前面不同。

(106) I am sorry that time made it necessary to skip over many details of ABC.

很抱歉由于时间关系必须略过许多 ABC 的详细叙述。

(107) I am not going to spend too much time going into the details of ABC.

我不想花太多的时间来讨论 ABC 的细节。

(108) I do not intend at this moment to give you a detailed account of ABC.

在此刻我不打算向你们讲 ABC 的详细情况。

(109) I will go through [over] the next three points [very/rather] briefly.

我将(非常/相当)简略地探讨再下面的三点。

(110) There is one more point that I'd like to touch upon [speak of briefly].

还有一点我想触及[简要地谈]一下。

(111) I think I will leave out this part to spare time.

我想我将这一部分留到有空余的时刻(再讲)。

(112) I'm sorry that time makes it necessary to skip (over) many details.

我感到抱歉时间要求我跳过很多细节。

(113) I have to skip (over) this part because of time limitation.

由于时间所限,我必须跳过这一部分。

(114) Time does not permit me to deal with this part.

时间不允许我谈及这一部分。

(115) In the interest of time (brevity), I am going to omit describing this part of my speech.

为了对时间有利(时间短暂),我要略去我报告中的这一部分。

(116) I see the red light is showing, so I can't deal with the remaining part of my speech.

我见到红灯已亮了,所以我不能讲我报告中的余下部分。

(117) We can discuss this perhaps during the question and answer period.

可能我们能在质疑和答疑时讨论这一个。

(118) For the sake of time, I did not show you the slide of ABC.

因为时间的关系我没有给你们看 ABC 的幻灯片。

3. 论点范围的局限

(119) I would like to talk about some recent progress in ABC, and among the many categories of ABC, in which there has been recent progress, I shall discuss only DEF.

我打算谈谈 ABC 领域某些新进展,在 ABC 领域已取得新进展的各个方面,我将只讨论 DEF。

(120) The first of these I want to discuss is ABC, and I am going to [I shall] limit my discussion to its practical aspects.

我想讨论的这些问题中首先是 ABC,并且我将局限于讨论它的实用方面。

(121) I'll restrict myself to the results of our observation on ABC.

我将局限于讨论我们在 ABC 方面观察的结果。

(122) I would like to confine my discussion to the most recent progress made in ABC.

我想将我的讨论局限在 ABC 方面得到的最新进展。

4. 将在后面再次提到的论点

(123) I will have more to say about that in a few minutes [moment].

一会儿我将就此再说一些。

(124) I will [shall/Let me] return [come back/get back] to this point (a little) later (on).

后面(隔一会儿)我将[让我]回到这论点上。

(125) We will [may be able to] deal with [talk about] this in more detail [briefly] after a few minutes.

几分钟后我们将[可能]更详细地[简短地]描述[谈到]这个问题。

(126) It is the special problem with ABC which, if time permits, I will return to in a moment.

这是有关 ABC 特殊的问题,如果时间允许,一会儿我将再作叙述。

(127) I will give you some examples in a few minutes to illustrate the current thinking as to [on] ABC.

一会儿我将给你们举一些例子表明 ABC 方面现在的(流行的)想法。

(128) I will provide you with some specific information about that in a few minutes.

一会儿我将向你们提供某些有关于此的特殊信息。

七、论述重点的强调方式

很多报告人强调某些论点,是为了要引起听众的关心和注意,所以这种英语表达的方式有很多种。这里只比较一下几种表达方式。

1. 提出重点内容

(129) Now I would like to address myself to the most important aspects of the treatment of this sample.

现在我想专门谈这种样品处理的最重要的方面。

(130) I shall [would like to] concentrate [focus] (my discussion) on the research and development of ABC.

我将[打算](把我的讨论)集中在ABC的研究和开发上。

(131) The next question I'd like to address myself to is the connection between ABC and EFG.

我想专门谈的下一个问题是ABC和EFG之间的联系。

(132) Now, I would like to address myself to the most important aspects of the treatment of the polluted water.

现在,我想讲一下处理污染水的最重要方面。

(133) Now, I would like to concentrate [focus] on the problem of drug reevaluation in China.

现在,我想集中谈一下中国对药物的重新评估问题。

(134) I shall concentrate [focus] my discussion on the research and development of new drugs in America.

我将我的讨论集中在美国对新药的研究和开发方面。

2. 反复强调

(135) This is the only way, and I repeat "the only way" to measure this coefficient.

这是测定这个系数唯一的方法,我重复“唯一的方法”。

3. 平行强调

(136) I believe that my opinions present a viewpoint which may be reasonable and which may be valuable from the standpoint of future investigation on this most important and complex phenomenon.

我相信我的意见提供了对这十分重要和复杂现象作进一步研究可能是合理的也可能是有价值的观点。

4. 对照强调

(137) I don't know the answer to this problem, but I do know that the present climate is not the appropriate answer at least from a theoretical standpoint.

我不知道这个问题的答案,但我确实知道现在的概念至少在理论观点上不适于回答(这个问题)。

(138) We do not have a 'local expression' or a 'whole expression'. We have only one expression of ABC.

我们不必分“局部描述”和“整体描述”,我们只有ABC的一种描述。

(139) It is not because of new discoveries but because of the increased importance of familiarity with old observation.

这不是由于新的发现,而是由于熟悉已有观察之重要性增加了。

5. 语序和循环式强调

(140) Mercury we do not use as a catalyst any more because of its toxicity.

由于它的毒性,我们不再把汞用作催化剂。

[注]注意关键词 Mercury 和 toxicity 的词序,比用 We do not use mercury as ……更强调 mercury.

(141) Exactly how much of this relates to ABC is difficult to say.

这与 ABC 究竟有多大的关联确实难说。

(142) Whether this is a valid observation, I simply don't know.

这是否是有效的观察,我简直不知道。

6. 提问式强调

(143) Where in the area would you find another compound like that?

你能在哪个领域里能找到另一个化合物象它(一样)?

(144) How serious is the change? How can we solve the problem?

这变化有多严重?我们怎样解决这个问题?

7. 一般性(弱的)强调

(145) This project is, as far as I am concerned, one of the most important investigations.

就我而论,这是最重要的研究题目之一。

(146) To the best of my knowledge, no one has ever tried this method to detect the substance in water.

以我所知,还从来没有有人试图用这一方法检测水中的这种物质。

[注]to (the best of) my knowledge (在我知识范围内)比不用the best of 语气更弱。

(147) As far as I know, there has been no contemplation of developing anticancer drugs in that company.

就我所知,在那个公司里还没有开发抗癌药的意图。

(148) My opinion [view] is that all persons whose diastolic pressure is in excess of 90 mm Hg should be treated.

我的意见[观点]是舒张压超过 90 毫米汞柱的所有人都必须治疗。

(149) This is a very sensitive method for detecting lead, but it has a few limitations, which I will discuss [mention/touch on/refer to] later (on).

这是检测铅的一种很灵敏的方法,但它有一些局限性,我将在以后加以讨论(提及)。

(150) Perhaps we could return to that point in a moment [later].

我们可能隔一会儿再回到这一点上。

(151) What role ABC plays in XYZ. I'm not certain.

我不能肯定在 XYZ 中 ABC 起什么作用。

(152) My understanding is that this drug can not be given by intramuscular route.

据我所知,这种药不能用肌肉注射的途径。

(153) It is my understanding that this disease has a higher mortality among old people in winter than in summer.

这是我的理解,这种病对老年人来说冬季的死亡率比夏季高。

(154) I might add that we found no evidence of ABC formation in our subject.

在我们的研究中,我可以说不,我们没有发现 ABC 形成的证据。

(155) First, it might be useful to have a look at the area of the application of ABC.

首先看一下 ABC 的应用范围可能是有用的。

(156) I am sorry that I cannot say that I am in agreement with Professor A on his assessment of this problem.

很抱歉,我不能说我同意 A 教授对这个问题的评价。

八、口误的修正

(157) The first Figure, excuse me, the first curve shows…….

图 1,请原谅,曲线 1 显示……。

(158) ABC is synthesized, oh, no, sorry, purified by…….

合成了 ABC,喔,不,对不起,纯化了 ABC……。

(159) This is 25—magnification, 24—magnification, excuse me, and you could see…….

这是 25 倍,24 倍,请原谅,你可以看到……。

九、归纳重点与总结

(160) I would like to conclude with a few general remarks on ABC.

我想以 ABC 的若干一般性评述作为总结。

(161) In concluding my discussion today, I would like to comment on ABC.

在结束我今天的讨论时,我想谈论一下 ABC。

(162) Let me conclude [close] by reminding you that

让我们归总[结束]演讲,并提请您注意……。

(163) To conclude [sum up/summarize] (my talk this morning), ABC has been used for many instruments.

总结一下 (我今天上午的报告), ABC 已被用于许多仪器。

(164) Before I close, I must say a few words about ABC.

在我结束之前,我必须略为说一下 ABC。

(165) I would like to close my speech today by saying that.....

我想谈一下……来结束我今天的演讲。

(166) Finally, as a summary statement [description], I would like to say that.....

最后,作为总结性叙述,我想说……。

(167) Now, I would like to sum up the results of this investigation.

现在,我想总结这一研究的结果。

(168) My talk this afternoon would not be complete without a brief mention of ABC.

如果不简短地提及 ABC, 今天下午我的演讲将是不完整的。

(169) In summary, we have discussed ABC, DEF and HIJ.

作为总结,我们已讨论了 ABC, DEF 和 HIJ。

十、演讲中转换语意时常用短语

1. 例如,例证: for example, instance, more specifically, to illustrate, let me explain with this example, etc.

2. 比较,对照: similarly, in the same way, likewise, the same applies to ……., like, unlike, in spite of, on the other hand, on the contrary, nevertheless, but however, conversely, whereas, etc.

3. 原因,理由: because, this is because, this is the reason, for this reason, as, since, on account of, etc.

4. 结果,结论: as a result (of), therefore, hence, consequently, accordingly, in conclusion, etc.

5. 目的,目标: for this purpose, to this end, by way of, etc.

6. 结合: in addition, not only……but (also), furthermore, besides, and, etc.

7. 条件,让步: if, unless, under these circumstances, although, etc.

8. 顺序, 列举: first, second, third, last, next, finally, the first point I would like to make is …… , etc.

9. 关连, 顺便提及: with respect [reference/regard] to, regarding, apropos of, that reminds me of …… , talking [speaking] of, as for, now for, incidentally, by the way, let's digress for a moment, etc.

10. 时间: meanwhile, in the meantime, at the same time, earlier, later, then, now, before, etc.

11. 场所: on the opposite side, adjacent to, etc.

12. 限度: as far as …… is [are] concerned, as far as I know, to my knowledge, etc.

13. 论点转移: let me turn now to the next subject, moving on to, etc.

14. 提出问题, 强调: what about …? , how do you …? , what is (are) …? etc.

15. 简略, 归总: to review briefly, in short, on the whole, to sum up, in summary, in brief, etc.

第四章 学术讨论用语

一、表示意见、看法的各种类型

1. 肯定性的表示

常用 yes, so, correct, right, true, that is …… what, absolutely, certainly, definitely, surely 以及否定词 + deny 等作关键词,如:

(1) (I would say) yes [so].

(我说)是的。

(2) The [My] answer is yes.

[我的]回答是“对”。

(3) I think [believe/hope/guess/suppose/am afraid/hear] so.

我想[相信/希望/猜想/假设/恐怕/听到]是这样。

(4) So do I [So am I/So can I/So I do/So I understand/So I suppose].

我也是,是这样[可能/理解/假设的]。

(5) (That is/You are) Correct [right/true].

(那是)正确的[对的/真的]。

(6) (I think) That could be the correct [right] assumption.

(我想)那可能是正确的设想。

(7) That is (exactly/actually) what I mean [meant].
那(确实/正好)就是我的意思。

(8) Absolutely [Certainly/Definitely/Surely].
绝对地[当然/肯定/确实](是这样)。

(9) I do not deny the possibility of ABC's being involved in XYZ.
我不否认 ABC 包括在 XYZ 中的可能性。

2. 否定性的表示

常用 no, not, nor, neither, wrong, mistaken, deny, absolutely, certainly, definitely, 以及否定词 + so, correct, right, true 等作关键词, 如:

(10) No, absolutely [certainly/definitely/surely] not.
不, 绝对地[当然/肯定/确实]不。

(11) I would say no [I would not say so].
我说不是吧[我不会这样说]。

(12) Nor [Neither] do I.
我也不。

(13) I hope [am afraid/suppose/believe/guess] not.
我希望[恐怕/假设/相信/猜想]不是。

(14) I don't think [believe/suppose] so.
我不认为[相信/假设]这样。

(15) (I think/I'm afraid/I would think/I'm sorry to say) you're wrong [mistaken].

(我想/恐怕/抱歉地说)您错[弄错]了。

(16) That is [You are] not correct [right/true].
那[您]是不正确的[不对/不真实]。

(17) (It's) Absolutely [Definitely/Certainly/Surely]
not [impossible].

(这是)绝对地[肯定/当然/确实]不[不可能]。

(18) Not absolutely [always/entirely/exactly/neces-
sarily/particularly/quite/really].

不是绝对地[总是/全是/确实/必定/特别/十分/真的]
[注]部分否定

3. 同意,赞成的表示

常用 agree, agreement, agreeable, accept, acceptable, concur, share 以及否定词+disagree, disagreement, object, objection, 等作关键词,如:

(19) I agree (with you) (no/about/that……)。

我同意(您)(就/关于/那个……)。

(20) We are reluctantly prepared to agree to your suggestion.

我们勉强同意您的建议。

(21) I am in complete agreement with you on that point.

在那一点上我完全同意您。

(22) Your proposal is agreeable to us.

您的提议我们是可以同意的。

(23) I accept that this theory can be useful.

我接受那一点:这个理论可能是有用的。

(24) I completely concur with Mr. A in this point.

在这一点上我完全同意 A 先生。

(25) I share Mr. A's [your] comments [opinion/

view] about ABC.

我同意 A 先生[您]关于 ABC 的意见[观点]。

(26) I am not in disagreement with you on ABC.

在 ABC 方面我同意您。

(27) I have no objection to extending our theory.

我不反对扩展我们的理论。

4. 不同意, 不赞成的表示

常用 disagree, disagreement, differ, difference, different (ly), otherwise, doubt 以及否定词 + agree, agreement 等作关键词, 如:

(28) (I'm sorry) I (must) disagree with that comment (Mr. A)

(对不起)我(必须)不同意那个意见(A, 先生)。

(29) I have a [I am in] disagreement with Mr. A on [about/over] ABC.

对于 ABC, 我跟 A 先生意见不同。

(30) (I'm afraid/I'm sorry) I don't [can't] agree with Dr. A about [on] that idea.

(恐怕/抱歉)我在那个想法上不同意 A 博士。

(31) I'm not sure that I (can) agree with your statement.

我无法肯定我(能)同意您的提法。

(32) I wish I could say that I am in agreement with Dr. A on ABC.

我希望我能说在 ABC 上我同意 A 博士。

(33) I respect your opinion, but I think otherwise.

我尊重您的意见,但我不这样认为。

(34) You may be right, but I view it a little differently.

您可能是对的,但我对它有点不同看法。

(35) The difference between our opinion is too wide to be easily changed.

我们的意见分歧太大以致很难改变。

(36) I differ with you on [about/over] this matter.

在这个问题上我不同于您(的看法)。

(37) I (very much) doubt that the test samples become available so soon.

我(十分)怀疑得到试样如此之快。

5. 支持、辩护的表示

常用 favor, support, back up, endorse, defend, defense, advocate, reinforce 等作关键词,如:

(38) I am in favor of that point.

我支持这个观点。

(39) I'd like to present additional information in support of Dr. A's observation.

我想提出补充信息来支持 A 博士的意见。

(40) I'd like to endorse [defense/advocate/reinforce] Mr. A's views about ABC.

我想赞同 [为…辩护/拥护/加强] A 先生在 ABC 上的观点。

(41) In defense of Mr. A. I would say some thing.

为了支持 A 先生,我可以说一说。

6. 反对、不支持的表示

常用 oppose, opposite, opposition, object, objection, take exception to, take issue with, refute, rebut, rebuttal devil's advocate 以及否定词+advocate, support 等作关键词,如:

(42) I would (strongly) be opposed to that proposal.
我(强烈地)反对那个提议。

(43) Well, as a matter of fact, I would have to say just the opposite.

实事求是地讲,我必须说正好相反。

(44) I'd like to take exception [raise an objection] to that comment.

我想对那个意见表示异议。

(45) I object to heavy smoking.

我反对抽烟太多。

(46) I'd like to take issue with some of the things that Mr. A has said.

我想对 A 先生说的事表示异议。

(47) I'd like to refute some of Dr. A's comments one by one.

我想一一驳斥 A 博士的一些意见。

(48) In rebuttal to Dr. A, I'd like to make the following point.

作为对 A 博士的辩驳,我想提出下述观点。

(49) I'd like to play be the devil's advocate with regard to their implication.

我想有关其本质吹毛求疵地提点意见(挑剔)。

(50) I would not advocate [support] Mr. A's comments.

我不拥护[支持]A先生的意见。

7. 要求愿望的表示

常用 would [will/could/can] you, I wonder if [whether], obliged, grateful, appreciate, may [can/could/might/can't, couldn't] I, mind, perhaps, maybe, ask, request, call (up) on, invite, do you think 等作关键词以及假定、条件的形式,如:

(51) Would you be kind enough to comment on that?
您能解释那个吗?

(52) I wonder if I could have the first slide again.
不知道我能否再看一下第一张幻灯片?

(53) I'd be (much) obliged [very grateful] to have your opinion on this point.

在这点上听听您的意见,我将十分感激。

(54) I'd appreciate it if you could explain it to me.
如果您能给我解释这个,我将十分感激。

(55) May [Can/Could/Might/Can't, Couldn't] I have a look at your data. (please)?

我能[不能]看一下您的数据吗?

(56) Do [Would] you mind showing me how to solve this question?

您是否介意告诉我怎样解决这个问题?

(57) Perhaps you would be kind enough to let me

know if this is convenient for you.

如果您方便的话,您能让我知道吗?

(58) Do you think it would be possible to let me know about ABC.

您认为您能让我了解一下 ABC 吗?

(59) I'd like to call (up) on [ask] Mr. A for more talk on this very interesting point.

我想请 A 先生就这个十分感兴趣部分再讲一些。

(60) I wish [If] you would (please) tell me the answer.

我希望[如果](请)您告诉我答案。

8. 提议、建议的表示

常用 suggest, suggestion, propose, like, care, perhaps, maybe, might, could, may, might as well, had better, ought to, must, should, why don't you, why not, a good idea, better, best, recommend, advice, let's, what [how] about, won't, can't, couldn't, might not, wouldn't 等作关键词,如:

(61) What I'm going to suggest is this:

我将要建议的是…。

(62) I (would like to) propose that we (should) use the term "ABC".

我(想)提议我们用术语“ABC”。

(63) You ought to [should] read the paper.

您应当读读这篇文章。

(64) Why don't you [Why not] go on your experi-

ment?

为什么您不继续您的实验

(65) (I think) It might [would] be a good idea to solve this question.

(我以为)这是解决这个问题的好主意。

(66) I recommend that you try this sample for your study.

我建议在您的研究中试试这个样品。

(67) Let me give you a piece of advice on that matter.

让我在那个问题上给你提一点意见。

(68) What do you think about doing more experiment (s)?

为什么您不考虑做更多实验?

二、陈述意见、观点的具体方式

1. 一般性陈述

常用 comment, remark, opinion, observation, impression, feel(ing), understand(ing), say, think, hope, trust, suspect, be afraid, believe, consider, regard, suppose, assume, presume 等作关键词,如:

(69) I'd like to make a few comments [remarks/observations] to clarify some of the points made earlier that I believe might be misunderstood.

我想作几点解说[评论,意见]来澄清早先的某些论点,我想信它们可能被误解了。

(70) If I might be permitted to make a comment, I

would like to say that this sample may not be suitable for the studies.

如果允许我作一解释,我想说那个样品可能不适宜于该研究。

(71) I think I can give you a few general comments about ABC.

我想我可以就 ABC 给你提供一些一般的评述。

(72) Another comment that I'd like to make is that this substance is sparingly soluble in water.

我想作的另一个解说是这物质难溶于水。

(73) To comment on Dr. A's question, we have observed a similar effect of ABC on DEF.

作为(为了)解说 A 博士的问题,我们已经观察到 ABC 对 DEF 有类似的作用。

(74) I just want to remark on the last point Mr. A made.

我正好想解说 A 先生所述之最后一个论点。

(75) I'd like to offer [present/give/express/state] my opinion [view] on this subject.

我想就这个题目提出[示明/给出/表明/叙述]我的意见[观点]。

(76) In my opinion [view] ABC is perhaps the most important discovery in medicine.

按照我的意见[观点],ABC 可能是医药上最重要的发现。

(77) I have [got] an impression [a feeling] that this mechanism should be in category A.

我有[得到]一个印象[感觉],这个机理应属于 A 范畴。

(78) I am under impression that there is a close relationship between ABC and DEF.

我的印象是 ABC 和 DEF 之间有紧密的关系。

(79) I understand [It is my understanding] from your talk that you do not see the transition in your work.

从你的讲话我理解到,你并没有在你的工作中看到这个转变。

(80) What I am trying to say is that there is no correlation between ABC and DEF.

我想[试图]说的是 ABC 和 DEF 间没有联系。

(81) Do you mind if I say something on ABC?

如果我就 ABC 说一些,您不介意吧?

(82) I think [hope/trust/suspect] that these studies will help resolve the problem of long standing.

我以为[希望/相信/猜想]这些研究将有助于解决长期存在的问题。

(83) I believe [consider/regard/suppose/assume/presume] that the theory is sound.

我相信[考虑/认为/假设]这个理论是正确的。

(84) I feel (strongly) that the results should be viewed as a great advance in this field.

我(强烈地)感觉到这些结果应该看作这个领域中巨大的进步。

2. 强调性陈述

常用强调形容词(important, essential, crucial, impera-

tive, paramount, interesting, urgent, key, 等); 强调名词、代词(emphasis, stress, point, problem, question, trouble, crux, importance, urgency, 否定词 + doubt/question/reason, what 等); 强调动词(emphasize, stress, underline, underscore, highlight, remember, not forget, insist 等); 强调助词(have to, should, ought to, must 等) 以及它们的并用方式来表达强调语气, 如:

(85) I can't tell you how important this is.

我无法对你说这有多么重要。

(86) The most interesting [important] thing is that the emission intensity depends on temperature.

最令人感兴趣[重要]的事是发射强度依赖于温度。

(87) The point is that the effect of the compound may vary as a function of concentration.

要害是: 此化合物的影响可随浓度而变化。

(88) I'd like to place [lay/put] emphasis on the fact that no drug is absolutely safe.

我想强调如下事实: 没有一种药是绝对安全的。

(89) What I am trying to find out is whether ABC was interrelated with DEF.

我试图找出的是 ABC 是否与 DEF 有联系。

(90) There is no [Without] doubt that you got excellent data.

毫无疑问, 你得到了极好的数据。

(91) We have enough reason to believe that man would be sensitive to these stimuli.

我们有足够的理由相信人对这些刺激是灵敏的。

(92) I'd like to focus your attention on ABC.

我想让你们集中注意到 ABC。

(93) Let me emphasize [stress/underline/underscore] the limitations of this theory.

让我强调[着重强调]这个理论的局限性。

(94) Remember [Don't forget] that fact.

记住[不要忘记]那个事实。

(95) The crucial [significant] point is the serious side effects of this drug.

决定性[重要]之点是此药严重的副作用。

(96) We must [have to/ought to/should] remember [recognize/realize] [We must not forget] that no one reported that before.

我们必须记住[认识/了解][我们必须勿忘]在此之前没人报道过。

(97) This is an extremely important point that should [must] be remembered [recognized/emphasized] [should not be forgotten].

这是必须记住[勿忘]的极为重要之点。

也可从语气上表示强调,此时用 sure, certain, convinced, assure, tell, say, let me, do 等词,如:

(98) I'm sure everyone in the audience knows that this polymer is a semi-crystalline material.

我相信每一位听众都知道这高分子是一种半结晶性材料。

(99) Let me assure you that they are not all successful. We still have many problems.

我敢向你们担保,他们不全是成功的,我们仍然有很多问题。

(100) I (can) tell you that I don't use this method at all.

我(可以)告诉你们,我根本不用这个方法。

(101) I must say [I would have to say] this is a excellent idea.

我必须说,这是个极好的想法。

(102) Let me point out one more thing.

让我再指出一件事。

(103) I don't think there's need for a formal summary, but I do have a few points to make.

我想没有必要作正式的总结,但我务必指出几点。

3. 适当强调性陈述

常用弱调形容词(minor, mere, simple, 否定词+important, little, small, peripheral, premature, rough, inappropriate, silly 等), 弱调副词副句(perhaps, probably, not necessarily, as a matter of fact, somehow, some……or (an) other, one……or another, not always, unfortunately 等), 弱调名词(impression, feeling, 否定词+position, allusion, contemplation 等), 以及弱调动词(suggest, allude, contemplate, happen 等)来表示适当程度的或委婉的强调,如:

(104) This is a very minor comment about ABC.

这是一个关于ABC十分次要的意见。

(105) It is perhaps a little premature for us to be talking about ABC.

讨论 ABC 对我们来说可能还不大成熟。

(106) I have a rough idea how much sample we need for this experiment.

对这个实验需要多少样品,我只有粗略的印象。

(107) I'm afraid it is probably inadequate [inappropriate] to say that…….

恐怕说……可能是不恰当的。

(108) No, as a matter of fact, it's only the start of efforts to reduce the error.

不,事实上,减少误差的努力仅仅是开始。

(109) Unfortunately I cannot answer that question at the moment.

不幸,现下我无法回答那个问题。

(110) I have a feeling that he is wrong.

我有一个感觉:他是错了。

(111) I don't want you to do that, I only suggested it.

我并不想让您做此事,我只是建议。

(112) This is only my opinion, but I think trying to look for differences in XYZ levels.

这只是我的意见,不过我想在 XYZ 水平上找出差别。

(113) I would think you're mistaken.

我想您弄错了。

(114) I suppose that's true.

我假设这是真的。

(115) I'm afraid I can't give you an answer.

恐怕我无法给您一个答复。

(116) I'm not sure [certain] I understand your question.

我不肯定是否理解了您的问题。

(117) I don't know whether Dr. A has any views on ABC.

我不知道 A 博士在 ABC 上是否有什么看法。

(118) Perhaps you would be kind enough to comment on this matter.

也许您能在此事上解释一下。

(119) This is, it seems to me, a problem that will be solved by attempting to correlate two things.

这对我好象是个问题,如果设法把两件事联系起来,这个问题可望解决。

(120) It seems as if he is hiding some important facts.
好象他隐藏了一些重要事实。

第五章 报告后的质疑与答疑用语

一、问题的提出

1. 直接提问方式

(1) I would like to ask Mr. A a question [two questions].

我想问 A 先生一个[两个]问题。

(2) I would like to address [put/direct/pose/raise] a question to Mr. A.

我想向 A 先生请问[提出]一个问题。

(3) Mr. A. I have a question to ask you.

A 先生,我有一个问题问您。

(4) Dr. A. may [could/might] I ask you three questions?

A 博士,我能问您三个问题吗?

(5) I'd like to raise two questions about [regarding/concerning] ABC and direct them to Prof. A.

我想就[有关]ABC 向 A 教授提出两个问题。

(6) My [This] question is for Mr. A.

我的[这个]问题是对 A 先生的。

(7) My question concerns [is concerned with/has to do with/pertains to] ABC.

我的问题涉及 ABC。

(8) A question for Dr. A. Have you tried this technique?

向 A 先生提个问题。您试过这个方法(技术)吗?

(9) Just one question. What happens if you use ABC?

只有一个问题。如果您用 ABC,会发生什么?

(10) My second question is the following.

我的第二个问题如下:

(11) There are several questions I would like [want/wanted] to ask [address to] Mr. A.

我有几个问题想请问 A 先生。

(12) May [Could] I ask Mr. A to tell us how you synthesized the sample.

我想请 A 先生告诉我们:您如何合成此样品。

(13) May I presume [venture] to ask you a question?

我可以冒昧问您一个问题吗?

[注] 此句语气比较客气,但仍属直接提问方式。

(14) What I'd like to ask you is, is it possible to measure the molecular weight by GC-MS?

我想问您的是能否可以用色谱-质谱测分子量吗?

[注] 此句用关系代词有强调语气,下句同。

(15) What I'm asking is, did you measure the temperature of the system?

我问的是:您测了这体系的温度吗?

2. 间接提问方式

与直接提问相比,以下句型语气比较委婉。

(16) Mr. A, I wonder if [whether] you would (care/like to) comment on this point.

A 先生,我不晓得您是否能对这一点加以评述一下。

(17) I wonder if you would be good [kind] enough to explain it.

我不晓得您能对它解释一下吗?

(18) I am [was] wondering if you would [could] elaborate something about it.

我不知道关于这个您是否(能)仔细叙述。

(19) I (just) wondered if I could [might] ask Mr. A to clarify it.

我不晓得我能请 A 先生澄清它(吗)?

(20) I wonder [am wondering/wondered/was wondering] if Dr. A would (care/like to) comment on that.

我不知道 A 博士是否能说明此事。

(21) I wonder if there is any more information about ABC.

我不晓得有关 ABC 有没有更多情况?

(22) What I'm wondering is whether it is possible to measure the parameter by ABC technique.

我不清楚的是,可否用 ABC 技术测量此参数。

(23) I wonder if it wouldn't be possible to resolve most of the technical questions.

我不晓得是否大部分技术问题不可能解决?

(24) I wonder, have you tried the compounds with higher molecular weight?

我不知道您是否已试过分子量较高的化合物?

[注] 以上九句中关键词均为 wonder, 副句主语可用第二人称(16~18)、第一人称(19)和第三人称(20);或用 there be (21)、疑问词表示强调(22)、否定(23)、和独立疑问句(24)等形式。

(25) I'd like to ask whether or not this material has any effect on ABC, Mr. A

我想问此材料对 ABC 是否有任何影响, A 先生。

(26) Dr. A, I'd like to know why you decided to use two different measurements in this work?

A 博士,我想知道为什么您决定在这工作中用两种不同的测量?

(27) I'd like to hear a little more about ABC.

有关 ABC,我想再略为知道一些。

(28) I am curious why you used this method in your experiments.

我感到有些奇怪,为什么您在您的实验中用这种方法。

(29) I was curious, regarding your last slide, whether there is [was] any possibility of developing a new kind of material.

关于您最后一张幻灯片,我很想知道,是否有可能开发成一种新材料。

(30) I am anxious [eager] to hear Mr. A's opinion about ABC.

我急于想听听 A 先生对 ABC 的意见。

(31) I am interested in how you would compare ABC with DEF.

我对您如何将 ABC 与 DEF 作比较感兴趣。

(32) I would be interested in hearing [to know] other views from Dr. A.

我对听听[知道]A 博士的其它观点感兴趣。

(33) I'd be glad to know if this procedure will help me to synthesize some new compounds.

我将高兴知道这一步骤能否帮助我合成若干新的化合物。

(34) I'd be grateful [obliged] for any comments you may care to make about ABC.

您对 ABC 能作一些解释,我将十分感激。

(35) I believe it would be most useful, Dr. A, if you pointed out how this material plays a role in the kinetics.

我相信这是非常有帮助的,A 博士,如果您指出此材料如何使动力学规律发生作用。

(36) I don't know whether anyone else here has had experience with this problem.

我不晓得这里是否有人对这个问题上已经有体会(经验)。

(37) Do [Would] you mind if I asked [my asking/asking you] how much money you have to pay for this experiment?

如果我问您为此实验付了多少钱您不介意吧?

(38) Have you had the opportunity [chance] [an opportunity/a chance] to look into that matter?

您有机会调查这个问题吗?

(39) You've not told [You didn't tell] me about ABC.

关于 ABC, 您并未告诉我什么。

(40) Didn't you report on that subject last year?

去年您没有报告此题目吗?

[注] 此句系否定疑问形式, 实际表示 "I think you did"

(41) Wouldn't it be much better to give the data to Dr. A?

如果把数据给 A 博士不是更好吗?

[注] 等于 "I suggest that you give the data to Dr. A"

二、具体提问各论

1. 原因和理由的质疑

(42) One cause of this problem has been stated. Are there other causes?

这个问题的一个原因已被说明, 还有其它原因吗?

(43) Can you give us the reason for your statement?

您能给我们讲讲您的陈述之理由吗?

(44) Could you tell us why you object to using ABC.

您能告诉我们为什么您反对用 ABC 吗?

(45) Is there any justification in using this reagent in the treatment of pollutants?

用这种试剂来处理污染物有任何正当理由吗?

(46) How do you account for the difference between ABC and DEF?

您如何说明 ABC 与 DEF 之间差别的理由?

2. 区别和不同之质疑

(47) What is the difference between ABC and DEF?

ABC 和 DEF 之间的差别是什么?

(48) How do you differentiate [distinguish] this mechanism from that mechanism?

您怎样区别[识别]这种历程和那种历程?

(49) Mr. A, how do your results compare with those of Mr. B?

A 先生,将您的结果与 B 先生的结果相比如何?

(50) Do [did] you find [note] any difference (s) in reaction levels between method A and B?

用方法 A 和 B,在反应程度上您发现[注意到]什么差别吗?

3. 关系的质疑

(51) Dr. A, do you see any relation [connection] between ABC and DEF?

A 博士,您是否看到 ABC 和 DEF 之间的一些关系?

(52) Dr. A, do you think that these drugs could have any bearing on what you are seeing?

A 博士,您认为这些药与您正在观察的有什么关系吗?

(53) How does the reaction rate correlate with temperature?

反应速度与温度的关系怎样?

4. 质询优缺点

(54) Is there any advantage or disadvantage to using these two chemicals in the system?

在这体系中用这两种化学药品有什么优点或缺点?

(55) What would you say are its merits and demerits of ABC?

ABC 的优点和缺点,您能说什么吗?

5. 质询经验

(56) Dr. A, do you have [have you had] any experience with this method?

A 博士,您对这个方法有什么经验吗?

(57) Do you feel the seven hours of treatment with this condition is as effective, in your experience, as 14 hours of treatment?

就您的经验,您觉得在这样条件下处理七小时与十四小时同样有效吗?

(58) What kind of effects did you experience with this new reagent?

用这新试剂你体会到何种效果?

(59) Did you have [Have you had] the opportunity of measuring the surface energy for this sample?

您曾测定过此样品的表面能吗?

(60) Did you ever try adding ABC instead of DEF?

您曾试过加 ABC 代替 DEF 吗?

(61) Is there [Do you have] any evidence that vitamin C will prevent colds?

维生素 C 能预防感冒,有什么证据吗?

(62) What is your proof that vitamin C will prevent colds?

维生素 C 能预防感冒,您的证据是什么?

6. 资料、情报的质疑

(63) Do you have [Have you] any data [information] on [about] ABC?

就 ABC 您有什么数据[情报]吗?

(64) Do you know (of) any fact by others who have studied this particular question?

您知道其他人研究这一特定问题的实情吗?

(65) I wonder if you are aware of similar data on ABC.

我不晓得您了解 ABC 方面类似的数据吗?

(66) Could you give [offer] some explanation of how this machine works?

您能给出[提供]这个机器如何工作的一些解释吗?

7. 看法、评述的质疑

(67) Would you be so kind as to comment on this.

请您解释一下这个,好吗?

(68) What I'd like you to comment on is what happens if you use ABC.

我想请您评述一下如果用 ABC 将发生什么?

(69) I'd be grateful for any comments you may care to make about ABC.

您能对 ABC 作出评述我将十分感谢。

(70) May [Could] I ask you to give us your opinion [view] about ABC?

我能要求您给出您在 ABC 方面的观点吗?

(71) Mr. A, what, in your opinion [view], is the most important action of this compound?

A 先生,按您的意见[看法],这个化合物最重要的作用是什么?

(72) Dr. A, do you have [have you] any idea about the reaction between ABC and DEF?

A 博士,您对 ABC 与 DEF 之间的反应有什么想法?

(73) What do you think of [about] this color?

您对这颜色如何考虑?

(74) Do you think Mr. A is right?

您认为 A 先生是对的吗?

(75) Do you consider (that) ABC is possibly being related to DEF?

您认为 ABC 与 DEF 可能有关吗?

(76) Mr. A, do you believe that you are probably dealing with ABC?

A 先生,您可能论及的是 ABC?

(77) What do you feel is the best test to determine this?

您认为这是测定这个的最好方法吗?

[注] 这是习惯语序。按语法应为:What do you feel the best test to determine this is?

(78) What do you say to trying this method for poly-

mers?

对高分子试试这一方法,您觉得怎样?

(79) What do you mean?

您的意思是什么?

(80) In your last slide, does this mean that ABC is DEF?

在您最后的幻灯片上,是否意味着 ABC 就是 DEF?

(81) I would be interested in any speculation you may have about the reason.

我对您有关原因的任何推测将感兴趣。

(82) Do you have any speculation (s) about the reason?

关于其原因您有什么推测吗?

(83) What kind of protection do you have in mind?

您考虑何种防护?

(84) Is that a correct [right/true] analysis?

那是一种正确的分析吗?

(85) You mentioned that drug A has some side effects. Would you go into this a little more [tell us a little more about this]?

您提到药物 A 有若干副作用,您能就这一点谈得再多些吗?

(86) Would [Could] you please give a little more detail about ABC?

能请您再详细一点讲讲 ABC 吗?

三、未听清,未明确对方提问内容, 要求重述和澄清问题

1. 未能听清

(87) I beg your pardon?

对不起,请再说一遍。

(88) What did you say?

您说什么?

(89) What was that again?

这是什么?请再说一遍。

[注] 这是口语省略形式。

(90) I am sorry, I couldn't hear what you said.

对不起,我未能听到您说什么。

2. 确认问题

(91) Are you asking me question about ABC?

您是问我有关 ABC 的问题吗?

(92) I am not quite clear about the question.

我不十分明白这个问题。

(93) I'm not quite sure what your question is [what you mean]?

我不十分明白您的问题[是什么意思]?

(94) I didn't quite get the last point of your question.

我听不太清您的问题的最后一点。

(95) Is that what you're suggesting [referring to/

talking about]?

这是您所建议[归因于/谈到]的吗?

(96) Let's see. I forgot your question.

让我想想,我忘了您的问题。

(97) Would [Could] you be more specific about your question?

您可以将您的问题更具体化一些吗?

(98) If the person who asked the question could amplify it, perhaps I could do more justice to the answer.

如果提问的先生能详述一点,我可能更正确地回答。

四、回答问题的各种方式

1. 回答正题前的表示

(99) That's a (very) good [big/relevant/pertinent/important/excellent/sophisticated/interesting/perceptive/difficult/complicated/hard] question.

这是一个(十分)好[大/恰当/中肯/重要/极好/高级/感兴趣/可理解/困难/复杂/难]的问题。

(100) I appreciate that question.

我欣赏那个问题。

(101) Thank you for (asking) that question.

谢谢您(问)这个问题。

(102) If I understand your question correctly, I can say that……

如果我正确理解了您的问题,我可以……。

(103) I think (that) Dr. A's [your] question is really

[very much] to the point.

我想 A 博士[您的]问题正好问到点儿上了。

(104) I'm very glad you asked this question (, because.....).

我十分高兴您问我这个问题,(因为.....)。

2. 将作正面回答的问题

(105) Yes, I'd be delighted to.

是的,我很高兴。

(106) Certainly [Surely].

当然。

(107) I wish [would like] to answer Mr. A's question.

我希望[打算]回答 A 先生的问题。

(108) Let me first reply very rapidly to the first question.

让我首先十分简短地回答第一个问题。

(109) May I answer your second question first?

我能先回答您的第二个问题吗?

(110) Allow me to respond to that question briefly.

请允许我简短地回答那个问题。

(111) In answer to the second question. I would [could/might] say that.....

作为对第二个问题的回答,我可以这样说.....。

(112) My [The] answer to that question is [would be] that.....

我对这个问题的回答是.....。

(113) The simplest [The most honest] answer to your question is [would be] that……

对您的问题最简单[最可靠]的回答是……。

(114) I'll try and answer your question by using ABC as an example.

我试图以 ABC 为例来回答您的问题。

(115) Let me try to answer these question one by one.

让我试着——回答这些问题。

(116) I'd like to [Let me] take [have] a whack at answering that question.

我想(让我)尝试回答那个问题。

3. 对于无法回答的问题

(117) I (really/honestly/simply/just) don't know

我(真的/简直/正好)不知道。

[注] 这是最简短明确的否定方式,但口气较生硬,易被误解成不愿意回答问题。

(118) I'm afraid [sorry] I don't know anything about ABC.

我恐怕[抱歉]对 ABC 一点也不知道。

(119) I wish I know [were aware of] ABC.

我希望我知道 ABC。

(120) I'm not sure (that) I can answer that question.

我不能肯定我能回答好那个问题。

(121) I can't remember [recall] what he said then.

我没记住他后来说过的事。

(122) It is difficult [hard] to answer that question.

回答这个问题是很难的。

(123) What I'm going to say is not quite an answer to any of these questions at this time.

我想说现在对这些问题尚无完整的回答。

(124) I'm afraid I have no idea how to answer your question.

恐怕我不知该怎么回答您的问题。

(125) I don't have any [I have no] evidence [data/information/experimental] regarding your question.

关于您的问题,我没有任何证据[数据/情报/实验]。

(126) I have had very little experience with this matter.

这方面我的经验非常有限。

(127) We have not tested [tried] ABC. but it would certainly be interesting to do so.

我们没有试过ABC,但我们当然会有兴趣做它。

(128) This kind of experiment hasn't been done yet. This certainly is an important experiment for future consideration.

我们还没有做这类实验,这当然是可供进一步考虑的重要实验。

4. 将来可能回答的问题

(129) The study has not yet progressed to that point, But I hope a year from now I'll be able to show you the data.

这研究还没有进展到那一步,但我希望一年后我将能给您看一些数据。

(130) We are now working on this problem and, if you agree, I will answer your question in a few weeks.

我们现在正在研究这个问题,如果您同意,几周内我将回答您的问题。

(131) I think it will be possible to answer this question when more experiments are completed.

我想当我们完成了更多的实验时,就有可能回答这个问题。

(132) The answer to this question is going to need further study.

要回答这个问题必须作进一步研究。

(133) Not at present time. Perhaps later.

不是现在,可能晚些时候(回答这个问题)。

[注] 这是简略形式。

5. 只能部分回答的问题

(134) I can only provide a partial answer to that question.

对那个问题,我只能提供部分的回答。

(135) I have only a partial answer to that question.

我只能部分地回答那个问题。

(136) In partial answer to Dr. A's question, it may be relevant to indicate that we are studying ABC.

应当指出,我们(现在)正在研究 ABC,所以只能部分地回答 A 博士的问题。

(137) That is one possible explanation, but it is certainly not the only [sole] one.

那是一种可能的解释,但当然不是唯一的解释。

(138) At the present time, I can only express a few highly speculative ideas.

现在我只能讲少许粗略的推测。

(139) As far as I know, no enough study has been made on that area.

据我所知,在那方面还没有做过足够的研究。

6. 需要他人协助回答的问题

(140) Dr. A would be a better person to answer that question, since he is an expert in that field.

由 A 博士来回答那问题更好,因为他是此领域的专家。

(141) Fortunately my colleague, Dr. A, who is richly experienced in this field, is here. Dr. A, would it be fair to ask if you have any comments to make?

幸好我的同事 A 博士在这里,他在这方面富有经验。A 博士,请您作些解释好吗?

(142) I think that question could be better answered by Dr. A than by me.

我想那个问题由 A 博士回答比我来回答可能更好。

(143) Dr. A could say more about it, since he has done most of the work.

因为本工作大部分是 A 博士做的,他能对此讲得更多些。

(144) My colleague, Dr. A is here, he would know

more better than I do about that. Perhaps he has some better ideas and comments on this matter.

我的同事 A 博士在这儿。关于这个问题他知道得比我多。可能他对此有更好的想法和解释。

7. 回答问题后的表示

(145) Does that answer your [the]question (s)?

这样回答了您的[这个]问题吗?

(146) Is this what you wanted me to say [answer]?

这是您要我说[回答]的吗?

(147) I hope this answers [answered] your [the] question (s).

我希望这回答了您的问题。

(148) I don't know if that is a satisfactory answer.

我不知道这是否是一个满意的回答。

(149) I hope this may serve as an answer to Mr. A.

我希望这能作为对 A 先生的回答。

(150) Is that responsive to your question?

那回答了您的问题吗?

第六章 会场上的技术性用语

一、确认音响效果

(1) Can you [people] hear me?

你们[大家]能听到我(的话)吗?

(2) If you can hear me in the rear of the room, would someone please show a hand?

如果(在房间)后面的人能听到我的声音,请哪一位举一下手?

(3) I hope I am speaking clearly and loudly enough for you.

我希望对诸位讲得足够清楚和足够响。

(4) Is this microphone working?

这扩音器好用吗?

二、要求变换灯光

1. 展示幻灯片前,希望减弱室内灯光

(5) May [Could/Can] I have the lights down [dimmed/out/off].

能关掉灯吗?

(6) I would like to switch off [put off/turn off/put

out] the lights (, please).

请关掉灯。

(7) Darken the room a little more, please.

请(让房间)再暗一点。

(8) Can you see that? I think it may be better to dim the lights a little bit.

你们能看清那个(幻灯、投影)吗? 我想灯再暗一点会更好。

(9) I think the lights will have to be a little bit darker to see this slide.

为了看清幻灯,我想必须再关暗灯光。

(10) Dim the lights, please.

请关暗灯光。

(11) Could we have the lights dimmed?

您能关暗灯光吗?

2. 幻灯片展示完毕(或暂停),希望开灯

(12) May [Could/Can] I [we] have the lights on (now/again/for a moment/for a few minutes), please?

(现在)能再打开灯(一会儿/几分钟)吗?

(13) (Let's have the) Lights (on/up), please.

(让我们)打开灯。

(14) Now, you can turn [switch/leave] the lights on.
现在你可以开灯。

三、展示幻灯片

1. 开始放映幻灯片

(15) May [Could/Can] I [we] have the first [next/last] slide, please?

(我)能要第一(下一/最后一)张幻灯片吗?

(16) May I proceed [go on/move on] to the next [second/last] slide, please?

能接着放下一[第二/最后一]张幻灯片吗?

(17) I wonder if I could have the first three slides in sequence.

我想连续放前三张幻灯片。

(18) First slide and lights down, please.

请放第一张幻灯片,关灯。

2. 顺序展示幻灯片

(19) The next slide……shows you ABC.

下一张幻灯片……告诉你们 ABC。

(20) If you look at the next slide,…… you will see here ABC that……

如果你们看下一张幻灯片,你们将看到 ABC。

(21) Let's take at the next slide.

让我们放下一张幻灯片。

(22) I think we can proceed to the next slide.

我想我们可以继续放下一张幻灯片。

3. 要求改善幻灯机聚焦

(23) Could you focus [sharpen] it [that] a little bit (more/better), please?

能(稍为)聚焦得好一点吗?

(24) Focus, please.

请聚焦。

(25) It's still, I think, a little out of focus.

我想聚焦还有点不够。

(26) I think the right has to be focused (a little bit).

我想右边还要(稍为)聚焦一下。

(27) Could we get a better focus?

能聚焦得好一点吗?

4. 幻灯片顺序、方向放置有误

(28) Oh, the slide is upside down. Please adjust (correct) it. Thank you.

喔,这幻灯片上面朝下了,请调整[改正],谢谢。

(29) The slide is reversed [inside out/back to front]. Please turn it (to the other side).

这幻灯片反了(里面朝外/后面朝前了),请转一下(到另一面)。

(30) Could you elevate [raise/move up/bring up] the slide a little, please?

能否请你把幻灯片稍抬高一点?

(31) That one is in wrong place. Go to the next one, please. Now the previous one, please.

那张幻灯片放的位置不对,请放下一张。现在请放前面

一张。

(32) Oh, the order is reversed. May I have the next one first, please? That's it.

喔,次序弄反了,能先放下面一张吗?这对了。

(33) Looks like in confusion. Can I have the first slide, please? That's the last one. I want the first one No, that's not it All right. Thank you.

看样子弄混了。我能要第一张幻灯片吗?这是最后一张,我想要第一张 不,不是这张 对了,谢谢您。

5. 幻灯片制作质量欠佳的说明

(34) I'm sorry the slide is not clear enough, but I hope you can make out the general idea.

很抱歉,幻灯片不大清楚,但希望您能看出基本意思。

(35) I apologize for the poor quality [small print] of the slide (s).

抱歉这幻灯片质量不太好[字太小]。

6. 要求改变放映顺序

(36) I have to rush through the following slides very quickly [rapidly].

我必须很快地掠过下面一些幻灯片。

(37) May I have the previous slide (back again), please?

能要一下前面那张幻灯片吗?

(38) Could you go back [return] to the first slide, please?

你能回到第一张幻灯片吗？

(39) Go back three, please. Back one more.

请倒回三张(幻灯片),再倒一张。

(40) I think you skipped over [missed] one
No, the other one That's it. Thank you.

我想你跳过[遗忘]了一张幻灯片。……不,另一张。……
对了,谢谢你。

(41) Could you just skip the next slide and go on to
the picture slide?

你能跳过下一张幻灯片,接着放有图的那张吗?

(42) Because of the shortage of time, I'll have to
omit the following slides, except the last one.

由于时间不够,除了最后一张以外,我不得不省略下面一
些幻灯片。

(43) Just move on. Next... Next... Go ahead.

只要一直往下放,下一张…。下一张…。还往下。

(44) No, would you leave the slide on, please?

不,请将幻灯片停留一下。

(45) Perhaps we can just leave that on for a moment.

我们可以让这张幻灯片停留一会儿。

(46) No, could you just hold that for a moment?

不,能把这张幻灯片停留一会儿吗?

(47) I'm afraid you may have lost two slides. This is
the last slide, and the two slides may have dropped out from
your carrier. Never mind. I think we can dispense with
these two slides.

恐怕你丢了二张幻灯片。这是最后一张,有二张可能已从

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幻灯片架上掉下去了。……不必介意，我想我们不用这二张幻灯片。

(48) We seem to have missed it there, Is that slide in position two? ... All right. The slide which may be missing shows that...

好象遗漏了一张幻灯片。这张幻灯片在第二格上吗？……好。可能被遗漏的幻灯片告诉我们……。

(49) Mr. Chairman, may I show my first slide again to answer that question?

主席先生，能再放一下第一张幻灯片来回答这个问题吗？

(50) Mr. Chairman, could I answer that question by showing a slide?

主席先生，我能用放一张幻灯片来回答这个问题吗？