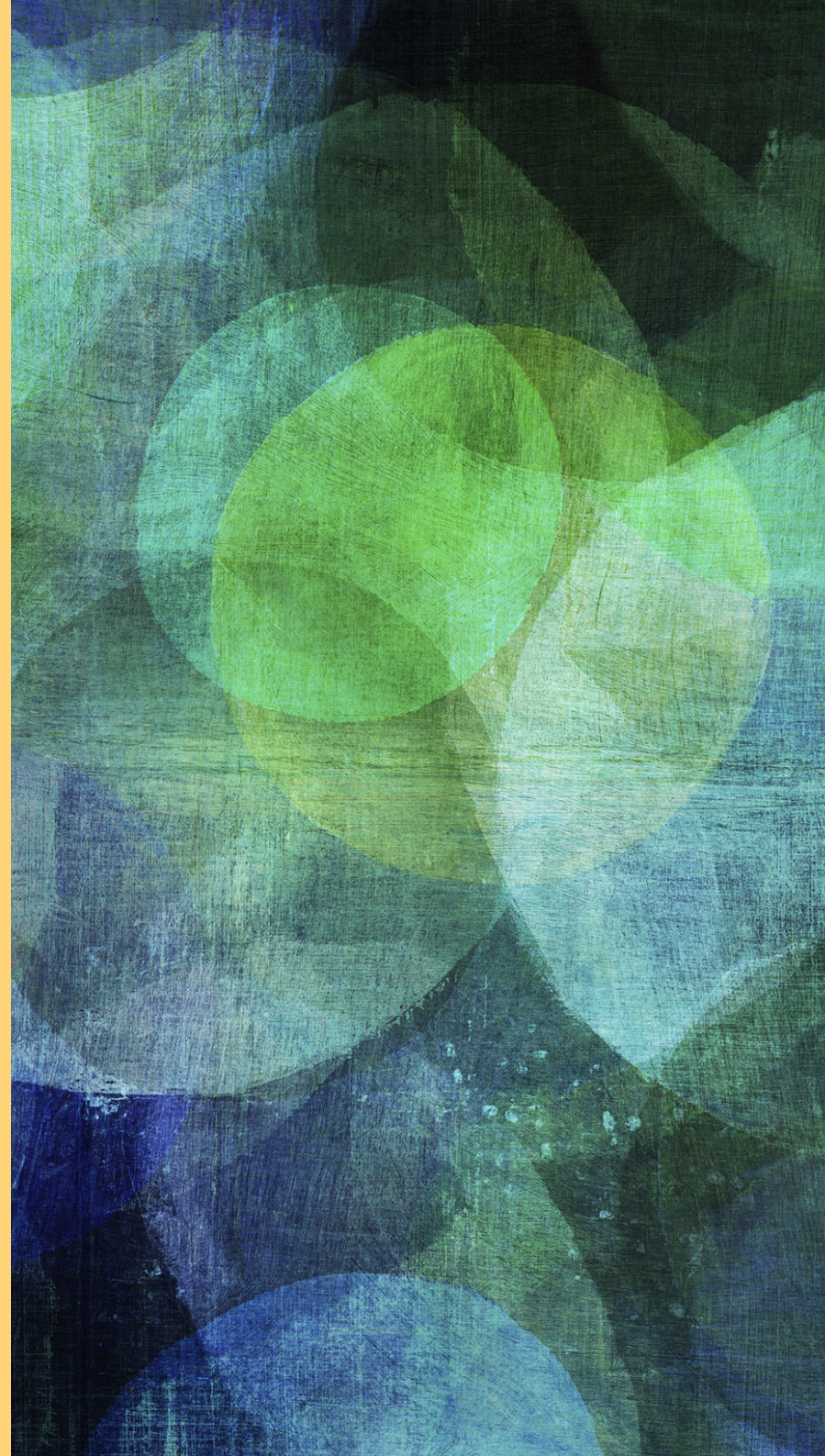


# 會議用語



1. 會議、研討、集會的種類
2. 演講、打招呼
3. 委員會、股東

# 1. 會議、研討、集會的種類

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## ➤ Convention [大會]

- 連續召開數日的會議，特別是美國宗教、政治相關集會使用，規模上來說比congress大
  - 全國大會National Convention
  - 地方大會Regional Convention
  - 舉辦 hold, open

## ➤ Congress [會議]

- 使節、委員代表聚集談論、協商等正式會議  
(注意：Congress若大寫表示美國議會)

## ➤ Conference [會議]

- 人數多寡不拘，例如兩個人會談也可使用
  - 第10屆國際會議the Tenth International Conference

- ▶ **Meeting [聚會]**
  - ▶ 例會ordinary meeting
  - ▶ 歡迎會welcome meeting
  - ▶ 送別會farewell meeting
- ▶ **Session [議會]**
  - ▶ 會議中另外舉行的會
    - ▶ 總會plenary [全體出席的] session
    - ▶ 臨時議會break-out session
    - ▶ 經營議會working session
- ▶ **Council [審議會、評議會、協議會]**
  - ▶ 醫學研究協議會the Medical Research Council
  - ▶ 小組會議Cabinet [內閣] Council

➤ **Discussion [討論]**

➤ 通常是5~6人在觀眾面前進行討論。

➤ 自由討論open discussion

➤ 議論panel discussion

➤ **Symposium**

➤ 討論者彼此之間不討論、各自發表意見

➤ **Colloquium**

➤ 召集專業人員討論，用於專業人員的聚會研討

➤ **Forum [公共的討論會]**

➤ 公開討論會open forum

➤ **Debate [辯論會]**

## 2. 演講、打招呼

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- ▶ Address 演說、致詞
  - ▶ 謝詞 address of thanks
  - ▶ 祝詞 congratulatory address
  - ▶ 歡迎詞 address of welcome
  - ▶ 開幕詞 opening address
  - ▶ 閉幕詞 closing address
- ▶ Speech 演說、致詞
  - ▶ 開幕詞 opening speech
  - ▶ 閉幕詞 closing speech
  - ▶ 餐桌演講 after-dinner speech (table speech)
  - ▶ 演說 make (deliver) a speech

- ▶ Lecture 演講
  - ▶ 演講會 lecture meeting
  - ▶ 演講旅行 lecture tour
  - ▶ 演講會場 lecture hall
  - ▶ 針對～發表演講 give a lecture on



### 3. 委員會、股東

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- ▶ Committee 委員會
  - ▶ 常任委員會 standing [長期有效的] committee
  - ▶ 特別委員會 special committee
  - ▶ 小組委員會 subcommittee
- ▶ Board... 評議會、委員會
  - ▶ 幹事會 board of directors (board of managers)
  - ▶ 理事會 board of trustees



- Opening ceremony開幕式
  - 宣告開幕call to order
  - 休會adjourn
- Secretariat(e)辦單位(事務、秘書等)
  - 主辦單位負責人recording secretary [(團體等的)文書檔案秘書]
    - 填寫申請書寄至主辦單位fill in (out) the application form and send it to the conference office

▶ 主辦、參加者、會場

▶ 主辦under the auspices [主辦;援助;贊助] of...

▶ 參加者participant; guest; attendee

▶ 會場meeting place; meeting room; assembly [集合, 集會] hall;  
auditorium [聽眾席;會堂;禮堂] hall; auditorium

▶ 委員、董事

▶ 會長(室)president (room)

▶ 副會長vice-president

▶ 議長chairman

▶ 副議長vice-chairman

- ▶ 同步翻譯人員 simultaneous interpreter
- ▶ 記者(室) press (room)
- ▶ 會費 dues [徵收款，稅款，手續費]
- ▶ 年會費 annual dues
- ▶ 月會費 monthly dues
- ▶ 入會費 initiation fee