

## · 学术会议英语口语讲座 ·

## 国际学术会议的英语口语表达方式

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## 引      言

国际学术会议, 是国内外同行间进行面对面学术交流最普遍和有效的方式之一。近年来随着开放和对外联络的发展, 我国化学工作者有越来越多的机会参加这类学术交流活动, 特别是有不少国际学术会议在我国举行, 为我们提供了良好的条件能与国外学者作广泛的交流和讨论。例如今年夏天将在北京举行的第四届亚洲化学大会 (The 4th Asian Chemical Congress, 简称 4ACC), 是一次涉及领域广泛, 参加人数众多的盛会, 今后几年中已经确定在国内召开的大型国际会议还有第三十四届国际纯粹与应用化学大会 (The 34th IUPAC Congress, 1993)、第十六届国际晶体大会 (1993)、第四十六届国际电化学大会等。在这些场合, 如何使国内外同行更好地了解我们的研究结果, 学习别人的经验, 从交流讨论中获得最大的收益, 英语表达方式与技巧是一个值得重视的因素。通常, 在学术会议上作报告和讨论, 需要在极短的时间内, 以确切而紧凑的方式表达丰富的学术内容。以往, 在一些国际学术会议上, 我们发现有的同志尽管提交了很好的研究结果, 也作了认真的准备, 但演讲(或展讲)时单纯地按照学术论文即书面语言的方式宣读, 给听众增加了理解的困难, 或者显得不够生动, 重点不突出; 在讨论时, 如果不能清晰简洁地提出或回答问题, 也会大大影响交流效果。此外还有约定俗成的语言礼仪问题也应予以适当注意, 尤其你被邀请主持会场、或去国外作邀请报告时更为重要。目前英语口语和科技英语方面的参考书虽然种类繁多, 但涉及国际学术会议的英语口语表达方面之专著, 国内尚未见出版, 有鉴于此, 根据我们的体会并参考国外有关书刊, 选编了一些国际学术会议用语(句型)供读者参考。本文按照应用场合之不同特点分为四部分:

- 一、学术演讲的通用句型。
- 二、报告的质疑与讨论用语。
- 三、主持会议的基本表达方式。
- 四、报告会上的其它用语。

其中, 第一、二部分作为介绍重点, 全文分期刊载。

为了紧缩篇幅和便于行文, 例句中用如下符号: 学术会议、学会、研究单位、大学名称以及学科领域、地名等以 ABC、DEF、……XYZ 略写, 有时以 4ACC (第四届亚洲化学大会)、CCS (中国化学会) 等代表; 人名则简为 A、B、……; 方括弧内是可供替换的词或短语, 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。虽然本文以国际学术会议为背景, 当然这些表达方式也适用于学术性参观访问、交谈讨论等场合。

## 第一讲 学术演讲的通用句型

### 一、报告正文前后的社交辞令

#### 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 Gentleman.

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 gracious [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.

首先我为您慷慨的介绍表示感谢。

#### 3. 报告开头的礼节性用语

(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 4ACC.

我特别荣幸应邀在第四届亚洲化学大会上报告。

(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 4ACC.

能出席第四届亚洲化学大会实在令我十分高兴。

(11) It is truly a pleasure and (a) privilege to be afforded the opportunity to address this session of 4ACC in beautiful and historic city of Beijing.

在美丽的历史名城北京,有机会在第四届亚洲化学大会这个分组上演讲,我真感到高兴和荣幸。

\* (12) 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。

\* (13) 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。

\* (14) I would like to express my deep appreciation to the organizing committee making my visit here possible. I am also greatly indebted to Chinese Chemical 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。我也十分感激中国化学会在这里给予

我极好的照料。

[注] “take care” 有时包含对方招待资助之意。

(15) I appreciate the opportunity to be here today to attend the  $\times \times$ th Annual Meeting of Chinese Chemical Society.

我很高兴今天有机会到这里来参加中国化学会第  $\times \times$  届年会。

#### 4. 报告结尾的礼节性用语

(16) 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。

(17) 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。

\* (18) 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。

(19) In closing, I wish to express my great appreciation once again to Professor A for inviting me to participate in the 4ACC. Thank you very much.

在即将结束时, 我希望再次表达我对 A 教授邀请我参加第四届亚洲化学大会的感激之情。十分感谢。

#### 5. 结束语

(20) Thank you (very much).

(十分)感谢。

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

我(想)感谢诸位出席, 谢谢您主席先生。

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

(十分)感谢您的光临(长时间的听讲)。

## 二、报告事项的临时变更

### 1. 更改报告题目

(23) First of all, I do want to correct the title. It should be “……(title)……”.

首先我想修改报告题目。修改后的题目为“……(题目)……”。

### 2. 原报告人缺席, 由他人代读

(24) 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…。

(25) 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。

### 三、表明文章中心内容

(26) 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]我想向您报告在 ABC 领域我们的某些工作。

(27) 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。

(28) 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。

(29) 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, 由这些结果可引出 XYZ 方面可能的规律。

(30) 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。

(31) 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。

(32) 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.

A 教授邀请并要求我报告我在 ABC 方面的工作, 但我必须说, 据我所知, 我考虑这已成为历史。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最近的工作。

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

今天的题目述及我们今天面临最重要的问题之一。

(34) 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

(35) 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。

(36) 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。

(37) 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).....。

## 五、报告中论点的提出

### 1. 逐条陈述论点

(38) 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。

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

我打算从 ABC 的说明[若干十分一般的说明]开始我的论述。

(40) The first point I would like to make about ABC is that..... 我想讲关于 ABC 的第一点是.....

(41) 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。

(42) 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。

(43) I would like to [We'll] shift to (the topic of) ABC. 我打算[我们将]转换到(论题) ABC。

(44) 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

(45) I would like [I want] to go back [return] to (the question of) ABC. 我想回到(问题) ABC。

(46) Now, to come back to what I was saying a moment ago. 现在回到我刚才所说的。

(47) I would like to refer again to ABC. 我想再次归结(参照)到 ABC。

(48) Referring again to ABC, I think..... 再次归结(参照、涉及)到 ABC, 我认为.....。

### 3. 提出另一论点

(49) 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。

(50) 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.....

## 六、详细论述和简略论述方式

### 1. 论点的详细叙述

(51) I would like to go enter into some detail on this question.

我想就这个问题进行详细考察。

(52) 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,我打算化一些时间十分详细地叙述。

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

我想再用几个幻灯片详细[详谈,扩大]说明这一情况。

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

下一个我想稍为扩展论述的论点是 ABC。

## 2. 论点的简略叙述

(55) 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,我不打算(就这个问题)详细讨论。

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

因为已经发表,我感到无需谈及实验细节。

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

无需详谈,我只想指出……

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

我将提供[给出] ABC 的简短描述。

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

让我[我们]快速地[简要地]叙述下面三个问题。

(60) 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)扼要地综述[考虑/描述/谈及/讨论/说明/提及/解释] ABC。

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

我觉得只需化几分钟简略地触及某些感兴趣的问题。

(62) 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。

(63) 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。

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

关于 ABC, 让我只说两点。

(65) I am afraid I won't have time to cover everthing of ABC.

我恐怕没有时间涉及 ABC 的每件事。

(66) 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。

(67) 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]。

(68) 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。

(69) 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。

(70) 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。

### 3. 论点范围的局限

(71) 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。

(72) 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。

(73) 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。

(74) 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

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

一会儿我将就此再说一些。

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

后面我将[让我]回到这观点(上)。

(77) 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。

(78) 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。

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

一会儿我将给你一些例子证明 ABC 方面现在的(流行的)想法。

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

一会儿我将向您提供某些有关于此的专门知识。

## 七、论述重点的强调方式

### 1. 提出重点内容

(81) 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。

(82) 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。

(83) 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。

## 2. 反复强调

(84) This is 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

(85) 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

(86) 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.

我不必知道这个问题的答案,但我必须知道现在的概念至少在理论观点上不适于圆答(这个问题)。

(87) 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。

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

这并非由于什么新发现,而是由于通晓已有观察之重要性增加了。

## 5. 语序和循环式强调

(89) 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。

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

确切地说如何与 ABC 有关是困难的。

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

这是否是有效的观察,我无法简单地知道。

## 6. 提问式强调

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

在这领域里哪里能找到另一个化合物象它(一样)?

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

这变化有多严重?我们怎么解决这个问题?

## 7. 一般性(弱的)强调

(94) 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。

(95) To my knowledge, no one has ever tried this method to detect the substance in

water.

以我所知,还从来没有人试图用这一方法检测水中的这种物质。

(96) As far as I can remember, Professor A has so far treated this sample with another way.

就我所能记忆到的, A 教授已用另一方法处理过这个样品。

(97) It is my opinion [view/understanding] that there is no other issue of equal importance to ABC.

我的观点[了解]是没有其它的问题与 ABC 同样重要。

(98) 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。

(99) 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。

(100) 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

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

图 1, 请原谅, 曲线 1 显示……

(102) ABC is synthesized, oh no, sorry, purified……

合成了 ABC, 喔, 不, 对不起, 纯化了 ABC……

(103) 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、演讲的总结

(104) 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。

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

在结束我今天讨论时, 我想谈论一下 ABC。

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

让我们归总[结束]演讲, 并提醒您注意……

(107) 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。

(108) 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。

(109) 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。

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

最后, 作为总结性叙述, 我想说……

(111) 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。

(112) 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。

(113) 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.

(下期待续)

#### (上接第 21 页)

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本刊第 3 期和第 4 期刊登了“哪些化学发明可获得专利”、“专利申请准备和文件撰写”和“国际学术会议的英语口语表达方式”等文章。亲爱的读者,看过这些文章,你有收获吗? 希望您能告诉我们您的读后感和对今后办刊的建议。

编者