

Pets-1书面表达范文11 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/124/2021\\_2022\\_Pets-1\\_E4\\_B9\\_A6\\_E9\\_c88\\_124784.htm](https://www.100test.com/kao_ti2020/124/2021_2022_Pets-1_E4_B9_A6_E9_c88_124784.htm) 情景：你是公司秘书。经理有事刚出去，你就接到他朋友的电话，说有急事要告诉他，让经理回来后速回电话。

任务：请你用英语给经理写一封50左右的便条。告诉他：1 你何时接到他朋友的电话的；2 电话内容是什么；3 他朋友的姓名及电话号码是什么。请用下面格式

：Mr. Green , ..... Smith 范文：Mr. Green , There was a telephone call for you at two fifteen . It was from your old friend Mr. Caron . He said he had something urgent to tell you . He wanted you to phone him back as soon as you came back . Here is his telephone number , 88186888. Smith 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)