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对不起，他在接另一个电话。63 . Would you care to hold ? 您要稍等一下吗？64 . Could you take a message , please ? 能不能为我留下话？65 . Ill give him the message . 我会转告他。66 . Anything else ? 还有其他事吗？67 . Thats all . Thank you for trouble taken . 就这些，感谢你的耐心。68 . Im sorry , but he is out of the office right now . 很抱歉，他现在不在办公室里。69 . When will he be back ? 他什么时候回来？70 . I wonder if you could give Mr . Wang a message for me ? 你能不能给王先生带个口信？71 . Just a minute . Ill get a pen . 请等一下，我拿支笔。72 . Ill let him know , Mr . Brown . 我会转告他的，布朗先生。73 . No . I really need to talk to him personally . 不，我真的需要亲自跟他说。74 . Would you like to leave a message on his voice mail , then ? 那您要不要留话在他的语音信箱里？75 . Hold on and Ill transfer you . 稍候，我会帮您转过去。76 . Im not available to take your call , but please your name , number and a brief message . 我现在不能接您的电话，但请您留下您的姓名、电话号码和简短留言。77 . Ill get back to you as soon as possible . 我会尽快回您电话。78 . Please call me at 556-3243 when you get back . 你回来时请打556-3243找我。 Dialogue A (A : Jan Wise B : Receiver)A : Hello . Can I speak to Mr . Clark ? B : May I have your name , Please ? A : This is Jan Wise speaking . B : Hold on , please...Im sorry , but hes on another

line now . Would you care to hold ? A : Well , I need to leave in a minute . Could you take a message , Please ? B : Certainly . A : Its a little complicated... Im Mr . Clarks former classmate . B : OK . A : I was supposed to meet Mr . Clark for lunch at 12 30 at Ernierestaurant with a friend of us , Miss White...B : Ernie ...Miss WhiteOK...A : But Miss Whites flight arrived late , and I need to pick her upat the airport now...B : AirportOK...A : So please tell him that the time is changed to 1 00...B : One oclock ...A : And I hear that Miss White likes to eat Chinese food recently , so I want to meet at Beijing restaurant instead of Ernies . Bythe way , please tell him not to book the table , I have done it al-ready . B : Beijing restaurant... Chinese foodOK , Miss Wise , Ill givehim the message . Anything else ? A : Thats all . Thank you for trouble taken . Good-bye . B : Good-bye Dialogue B (A : Jim Brown B : Receiver)A : Hello . This is Jim Brown of the Export Department . May Ispeak to Mr . Wang ? B : Im sorry , but he is out of the office right now . A : When will he be back ? B : He should be back at any moment . A : I wonder if you could give Mr . Wang a message for me ? B : Yes , certainly . Just a minute . Ill get a pen . (Pause)OKay , please carry on . A : There will be a very urgent meeting at three oclock and Iwould like Mr . Wang to attend it . B : OKay , an urgent meeting...three oclock...May I ask whatits regarding ? A : Yes . Its regarding the foreign exchange market and our salesstrategy this year . B : Shall I tell Mr . Wang to prepare any material ? A : Yes , thank you . B : Ill let him know , Mr . Brown . A : Thank you very much . Bye . B : Bye .

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