

## 商务英语其它比较常用口语句型-2 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/150/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_150408.htm](https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150408.htm) 1 . the following phrases are used when you ' re on the phone. hello, i ' d like to speak to mr... hello, this is miss...calling from... is ms...available, please? my name ' s... 2 . speaking. i ' m afraid he ' s in a meeting/not in the office/still at lunch/not available just now. is there anything i can do for you? hold on a moment, please. i ' ll just find out if she ' s back yet/in the other office/available. i ' ll put you through to miss... i ' ll ask her to call you back as soon as she ' s free. what ' s your extension number/fax number? could you ask her to call me back, please? my number is... could you give him a message, please? what time do you expect her back? i ' ll call again later today. thanks very much for your help. 3 . requesting i ' d like you to..., please. could you ask... to ...for me? do you think you could...? would you mind...-ing...? 4 . sure. certainly. i won ' t be able to..., because... i ' m sorry but... i ' m afraid that ' s not possible, because... 5 . offering to help can i give you a hand? would you like a hand with...? shall i...? would you like me to...? if you need any help, just let me know. yes, please. thanks a lot. no, thanks, i think i can manage. that ' s very kind of you, but... i think i ' d prefer to do that myself because... 6 . asking permission may i ...? do you mind if i...? could i...? is it all right if i...? do you think i could...? sure, go ahead. by all means. no, i ' m afraid you can ' t, because... i ' m sorry but... agreeing and disagreeing 7 . if you

want to agree with someone you can say: that ' s exactly what i think.  
that ' s a good point. quite right, i couldn ' t agree more. that ' s  
just what i was thinking. i agree entirely. yes, i ' m all in favour of  
that. 8 . it ' s often considered rude or aggressive to say “ you ' re  
wrong ” or “ i don ' t agree with you ” . it ' s more polite to  
disagree with someone by saying. i see what you mean, but... i don  
' t think it ' s such a good idea... 100Test 下载频道开通 , 各类  
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