

15种电话应答方式 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_15_E7_A7_8

D_E7_94_B5_E8_AF_c85_150992.htm 情况（一）打电话的人找的是你自己 Is Daisy there? (Daisy 在吗?) 我就是。This

is she. 我就是。(注: 男的用 This is he.) You're

speaking/talking to her. 你正在跟她说话。(注: 男的用 You

're speaking/talking to him.) This is Daisy. 我就是 Daisy. That's

me. 我就是。情况（二）打电话的人要找的人不在 May I

speak to Mr. Gates? (请问 Gates 先生在吗?) He's not here

right now. 他现在不在这里。He's out. 他出去了。He's in a

meeting right now. 他现在正在开会。You've just missed him. 你

刚好错过他了。He's just stepped out. 他刚好出去了。情况（三）

打电话的人要找的人不在，问对方是否要留言 Can I talk to

Mark? (我可以跟 Mark 讲话吗?) He's out on his lunch break

right now. Would you like to leave a message? 他出去吃午饭了，

你要留言吗? He's not available right now. Can I take a message?

他不在，我可以帮你传话吗? 情况（四）打电话的人问他

要找的人何时回来 Do you know when he will be back? 你知道他

什么时候会回来吗? I'm sorry. I don't know. 抱歉，我不知道。I

have no idea. 我不知道。He should be back in 20 minutes. 他应该

二十分钟内会回来。情况（五）打电话的人问他要找的人在

哪里 Do you have any idea where he is? 你知道他在哪里吗

? Sorry. I don't know. 抱歉，我不知道。He's at work right now.

Do you want his phone number? 他现在在上班。你要不要他的

电话号码? 情况（六）打电话的人要找的人不在，愿意接受

对方的留言 Can I leave a message? 我可以留个话? Yes. Go ahead, please. 可以, 请继续。 Of course. Hold on for just a second so I can grab a pen and paper. 当然, 稍等一下让我拿个纸笔。 Sure, if you can excuse me for just a second. Let me find a piece of paper to write it down. 当然, 如果你可以等我一下下, 让我找张纸写下来。

情况 (七) 接受对方留言时听不清楚, 希望对方重复 When he comes back, can you have him call me at (206) 5551212? 他回来后, 能不能让他打 (206) 5551212 这个号码给我? Can you repeat again, please? 能不能请你再重复一次? (Say) Again, please? 再说一次好吗? Pardon? 抱歉。(请再说一次) Come again, please? 再说一次好吗? Im sorry? 抱歉。(请再说一次)

情况 (八) 对方希望留话, 怕听错了, 不想接受对方的留言 May I leave a message? 我能否留个话? You know what? My English is not that great, and I dont want to miss anything. Would you mind calling back later? Im sorry. 你知道吗? 我的英文不是非常好, 我不想听错话。你介意稍后再打来吗? 我很抱歉。 If you dont mind, could you please call back and leave a message on the answering machine? My English is not very good. 如果你不介意的话, 能否请你再打一次, 然后在录音机上留言? 我的英文不是很好

转贴于: 考试大_商务英语考试 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