

TakingandPassingMessages (I) PDF转换可能丢失图片或格式
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https://www.100test.com/kao_ti2020/151/2021_2022_TakingandP_c85_151335.htm Today Mr Ballito telephones Mr Kola at the National Bank. He want , ? Mr Kola to give Melita a reference. Mr Kola cant tell him everything immediately. Hell have to look up the information in Melitas personal file and hell ring back-. Heres Mr Ballito phoneng Mr Kola at the National Bank. OPERATOR : Good morning , this is the National Bank. Can I help you ? MR BALLITO : Good morning , would you put me through to Mr Kola , please ? OPERATOR : Mr Kola ? Whos calling him , please ? MR BALLITO : My names Ballito.....Im Managing Director of Modern Office Limited. OPERATOR : Hold the line , please Mr Ballito , Ill see if Mr Kola s free. (CLICKS) Im putting you through to Mr Kola now. MR KOLA : Hello , Kola here. MR BALLITO : Oh , Ballito speaking. Mr Kola , you have a shorthandtypist named Melita Fagurian on your staff. MR KOLA : Yes ? MR BALLITO : Well , shes applied for a job here as Junior Secretary and wed like to give it to her. Could you give her a reference ? MR KOLA : Yes , it will be a pleasure.What would you like to know about her ? MR BALLITO : How long has she been working at the Bank ? MR KOLA : Oh , Ill have to look that up in her personal file. What else do you want to know ? MR BALLITO : Id like a report on her attendance and her punctuality. Tell me about her character and anything else you think I should know. MR KOLA : Well , Mr Ballito , as I said , Ill have to look

all that up in her personal file. Do you want the references in writing or can I ring you back in half an hour ? MR BALLITO : Oh , you can ring me back.If Im not in the office , my secretary , Opal will take a message. MR KOLA : Right , Mr Ballito , Ill ring you back in half an hour. When Mr Kola rings , he asks for Mr Ballito , but Mr Ballito is out. Opal answers the phone. She takes the message and is ready to pass it on to Mr Ballito when he returns. Heres Opal answering the phone. (PHONE RINGS) OPAL : Good morning. Mr Ballitos office. MR KOLA : Is Mr Ballito there ? OPAL : May I ask who is calling please ? MR KOLA : This is Mr Kola from the National Bank. OPAL : Oh , good morning , Mr Kola.Im afraid Mr Ballito isnt in the office at the moment. Can I help you ? MR KOLA : Is that Opal speaking ? OPAL : Yes it is. MR KOLA : Oh , Mr Ballito said you would take a message if he wasnt in the office. OPAL : Yes , certainly , Mr Kola. MR KOLA : Well , Mr Ballito phoned me about an hour ago and asked for a reference for one of my shorthandtypists , Melita Fagurian.Well. Ive looked up her personal file and I have the information you want. Shall I dictate it to you now ? OPAL : Oh , yes please. Then I can type It out ready for Mr Ballito when he comes back. MR KOLA : Thatll be fine. Are you ready now ? OPAL : Yes , Im ready. MR KOLA : Good. Well (DICTATES) Miss Melita Fagurian , age 19 has worked here for the past two years. 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