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阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022_DailyOffice_c85_151342.htm Miss Melita Fagurian , who has been working as a shorthand-typist for two years at the National Bank would like to apply for the junior secretary in Modern Office Limited. Opal will send Melita an application form. She will complete it and bring it with her when she comes next Thursday for an interview Here-s
Melita phoning Opal at Modern Office Limited. OPAL : Mr Ballitos office. CALLER : May I speak to Miss Karli , please ? OPAL : This is Miss Karli speaking. CALLER : Oh , good morning , Miss Karli.Im phoning to enquire about your advertisement for a junior secretary. OPAL : Oh , thank you very much.May I have your name please ? CALLER : Yes , my names Melita Fagurian. OPAL : (SLOWLY , AS SHE WRITES) Melita Fa Im sorry I didnt catch your family name. Would you repeat it please ? MISS FAGURIAN : Fagurian , Melita Fagurian. F for Freddie , A for Apple , G for George , U for Uncle , R for Robert , I for Ink , A for Apple , N for No-one. OPAL : I see , thank you , Miss Fagurian.and your address ? MISS FAGURIAN : Its Apartment 6 , 29 , Republic Avenue. OPAL : (SLOWLIYY) Apartment 6 , 29 Republic Avenue. MISS FAGURIAN : Thats right. OPAL : Have you got a telephone number ? MISS FAGURIAN : No , Im not on the phone. OPAL : And where are you working now ? MISS FAGURIAN : Im working as a shorthand typist at the National Bank. OPAL : Why do you want to leave ? MISS

FAGURIAN : Well , Ive been working in the bank for two years now and Id like to work in another sort of organization. Id also like to be a secretary. OPAL : Do you know anything about secretarial work ? MISS FAGURIAN : Well , I am a good shorthand typist , I am Used to the telephone and I have a knowledge of office practice. Your advertisement says that secretarial training is provided. OPAL : Yes , thats correct. We would also want you to attend language classes. Would you be willing to do that ? MISS FAGURIAN : Oh yes , of course. Id like that. OPAL : Fine. Ill send you an application form. Um please complete it and bring it with you when you come for an interview. Umwhen can you come for an interview ? MISS FAGURIAN : Well...er..... OPAL : Could you come er next Thursday about three oclock ? MISS FAGURIAN : Well , actually f our oclock would be more convenient for me. OPAL : All right , four oclock next Thursday then. The address is Ballito Building , Government Road , and the name of the firm is Modern Office Limited. MISS FAGURIAN : Thank you very much , MISS Karli. Ill look forward to meeting you at four oclock next Thursday. Goodbye. OPAL : Goodbye , Miss Fagurian. 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