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Sally is a receptionist for a major computer hardware supplier. This particular morning, she is also filling in for a personal secretary who called in sick. Sally: Good morning, ABC Computers, Sally speaking.

Can I help you? Caller 1: Yes, I ' m Dave Michaels. I ' d like to talk to Amy Winters, please. Sally: Just a moment, please. I ' ll transfer you. Caller 1: Thank you. . . . . Sally: Good morning, ABC

Computers, Sally speaking. Can I help you? Caller 2: My name is Lance Stevens. May I speak to your Customer Service manager?

Sally: I ' m sorry, he ' s in a meeting. May I take a message? Caller 2: When will he be available? Sally: I don ' t know, sir. Would you like to leave a message? Caller: No, that ' s OK. I ' ll call back. . . . .

Sally: Good morning. Ms Carling ' s office. What can I do for you?

Caller 3: This is Marlene Casper. I need to meet with Ms Carling. She knows who I am. Sally: Hold on , please. I ' ll check her schedule ....

You can meet with Ms Carling at 10:00 tomorrow. Caller 3: That ' ll be fine. Thank you very much. 参考译文：在这段对话中，Sally

是一家大型电脑硬件供应商的接待员。今天早晨，一位私人秘书请了病假，Sally暂替她的工作。 Sally: 早上好。ABC公司

，我是Sally，请问您有什么事吗？ Caller 1: 是的，我是Dave Michaels，请Amy Winters听电话。 Sally: 请稍等。我给你转过去。

Caller 1: 谢谢。 . . . . . Sally: 早上好。ABC公司，我是Sally，请问您找那位？ Caller 2: 我是Lance Stevens，请你们的客户

服务部经理接电话,好吗? Sally: 对不起,他在开会。要留个口信吗? Caller 2: 他什么时间方便? Sally: 我不知道,先生。您需要留个口信吗? Caller 2: 不用了。我会再打过来的。 ..... Sally: 早上好, Carling女士的办公室,我能为您做什么吗? Caller 3: 我是Marlene Casper,我要约见Carling女士,她知道我是谁。 Sally: 请稍等,我查一下她的日程.....您明天10:00可以会见Carling女士。 Caller 3:很好。非常感谢。 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](http://www.100test.com)