

Using the Telephone (I) PDF转换可能丢失图片或格式，建议
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https://www.100test.com/kao_ti2020/151/2021_2022_UsingtheTe_c85_151491.htm Making telephone calls is an important part a

secretary's work. When Mr Shelli wants to speak to someone on the telephone, Maria gets the call for him. Today Mr Shelli wants to talk to Mr Kola of the National Bank. Here he is asking Maria to get the call for him. MR SHELLI : I'd like to speak to Mr Kola of the National Bank, would you get him on the phone, please?

MARIA : Certainly, I'll do it at once, Mr Shelli. (TO HERSELF) Now what's Mr Kola's number? Ah, here it is..... five, three, zero, double six. (LIFTS PHONE) ROSE :

Switchboard, can I help you? MARIA : Good morning, Rose. Maria here. Could I have an outside line, please? ROSE : Oh, hello, Maria. Hold the line a moment. (DIALLING) There you are, you've an outside line now, you can hear the dialling tone.

MARIA : Thank you. (TO HERSELF) Five, three, zero, six, six. (RINGING) 2ND OPERATOR : National

Bank. Good morning, can I help you? MARIA : Good morning, would you put me through to Mr Kola please? 2ND

OPERATOR : Mr Kola? Certainly. Who's calling him? MARIA : Mr Shelli of Modern Office Limited would like to speak to him.

2ND OPERATOR : Thank you. Hold the line, please. (PHONE) MR KOLA : Kola speaking. 2ND OPERATOR : Good

morning, Mr Kola. I have a call for you from Mr Shelli of Modern Office Limited. MR KOLA : Thank you, Operator, put him

through , please. MARIA : Mr Kola ? MR KOLA : Kola speaking. MARIA : Oh , good morning , Mr Kola. Mr Shelli is calling you. Would you hold the line a moment please. Ill hand you over. Mr Shelli ? MR SHELLI : Yes ? MARIA : Mr Kolas on the line now , Mr Shelli. Will you take it in here please ? MR SHELLI : Thank you Maria. Hello , is that Mr Kola ? MR KOLA : Good morning , Mr Shelli. MR SHELLI : Ah , good morning , Mr Kola , how are you ? MR KOLA : Fine , thanks , and you ? MR SHELLI : Very well , thank you. MR KOLA : Im glad to hear it. Well , what can I do for you , Mr Shelli ? MR SHELLI : Well , Im going to Europe next week and Id like some travellers cheques. 7 , 000 dollars say... MR KOLA : 7 , 000 dollars. Yes certainly I can fix that for you. So youre going to Europe , are you ?

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