

TakingandPassingMessages (IV) PDF转换可能丢失图片或格式 , 建议阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022_TakingandP_c85_151495.htm Last time Mrs Ballito rang up Mr Ballito , but he wasn't there. Opal had to take a message. She knew that Mr Ballito was at the Dorigali Development Corporation , so she telephoned him there and passed on the message. Here is Opal asking Melita to telephone Mrs Ballito to let her know that her message has been passed on. OPAL : Now I want you to ring Mrs Ballito and tell her that her husband has received the message. MELITA : Right , Whats her telephone number ? OPAL : How would you find the telephone number if I wasn't here ? MELITA : Id look it up in the telephone directory. OPAL : That would take too long. Names and numbers that we often use are in the office address book. Here it is. MELITA : Thank you. Oh yes , its much easier to look up numbers in the address book than in the directory. Here we are B ...Ballito Dongali 75381. Right. (SPOT : RECEIVER) OPAL : Hey , hold on a minute Before you dial the number you should decide what you are going to say. (SPOT : RECEIVER REPLACED) MELITA : Yes , thats a good idea. Shall I say “ Mr Ballitos got your message , Mrs Ballito ? ” OPAL : Well , you could say that , but it would sound better if you . told her that we have given Mr Ballito the message , and that he will collect their daughter from school on his way home at lunch time. MELITA : I hope I can remember all that , OPAL : Why don't you write it down ? MELITA : Right , Ill say , “ We have given Mr Ballito

your message and he will collect your daughter from school on his way home at lunch time. How about that ? OPAL : Yes , thats all right. But first of all you must say who is speaking. MELITA : Shall I say “ This is Melita ” ? OPAL : No , Mrs Ballito may not know who you are. Say “ This is Mr Ballitos office. ” MELITA : Right. Dongali 75381 (SPOT : RECEIVER DIALS) MRS BALLITO : Dongali 75381 MELITA : Good morning , this is Mr Ballitos office. Whos that ? MRS BALLITO : Mrs Ballito. (SURPRISED) MELITA : We have given Mr Ballit your message , Mrs Ballita and he will collect you daughter from school on his way home at lunch-time. MRS BALLITO : Oh thank you for phoning me. MELITA : Goodbye. MRS BALLITO : Goodbye. (SPOT : RECEIVER) MELITA : Was that all right ? OPAL : Fine , but you must never say Who s that ? “ Melita. It s much better to say something like ” Whos speaking , please ? or “ Would you mind telling me your name please ? I or ” Is that Mrs Ballito speaking ? Not “ Who s that ? ” It sound , impolite. 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