

TakingandPassingMessages (III) 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_151496.htm Melita has started her new job as a junior secretary

at Modern Office Limited. Part of Opals work is now to train Melita in her secretarial duties. Today she is going to show Melita how to take a message on the telephone. Here are Opal and Melita. OPAL :

Well Melita , were you tired last night after your first day here ?

MELITA : Yes , I was. There were so many new things to learn.

(TELEPHONE RINGS) OPAL : You answer it. (RECEIVER

) MELITA : Good morning. OPAL : (LOUD WHISPER)

Mr Ballitos office. MELITA : Oh , Mr Ballitos office. MRS

BALLITO : Is Mr Ballito there ? MELITA : No , hes out

(WHISPER) Oh dear , what have I said. OPAL : (WHISPER

) Let me take the Call , Melita. (NORMAL VOICE) Good

morning , Can I help you ? MRS BALLITO : Well , I wanted to

speak to Mr Ballito but I understand hes out. OPAL : May I know

whos calling please ? MRS BALLITO : This is Mrs Ballito. Do you

know where my husband is ? OPAL : Oh , hello , Mrs Ballito ,

this is Opal. MRS BALLITO : Hello , Opal. I didnt recognize your

voice. Was it you who answered the phone ? OPAL :

(LAUGHING) No , that was Melita. MRS BALLITO : Melita

? OPAL : Yes , shes the new junior secretary. She started work

here yesterday. MRS BALLITO : Oh , I see. Do you know where

Mr Ballito is , Opal ? Its rather urgent. OPAL : Oh yes , of

course , Mrs Ballito.If you give me the message , Ill contact him

immediately. MRS BALLITO : Well , the problem is this , My car wont start and I should collect my daughter from school at a quarter past twelve.I want Mr Ballito to collect her for me on his way home at Lunchtime. Its nearly twelve oclock now do you think you can get the message to him in time ? OPAL : Yes , of course , Mrs Ballito. MRS BALLITO : Thank you , Opal. Goodbye.

(RECEIVER DOWN) OPAL : That was Mrs Ballito on the phone , Melita. Her car wont start and so she wants Mr Ballito to collect their daughter from school. Oh , do YOU remember where Mr Ballito said he was going ? MELITA : No , I dont. OPAL : You must always make 4 note of things like that , Melita. He said he was going to see Mr Li at the Dongali Development Corporation. MELITA : Oh yes , so he did. OPAL : Now listen carefully to what I say. You will ther know how to pass on a message like this yourself the next time. Ur , what s the telephone number of the Dongaii Development Corporation ? MELITA : Em 32185

(FADE DOWN) MALE VOICE : Good morning. Mr Lis office. OPAL : Oh , good morning. I have a message for Mr Ballito. I think hes with Mr Li. MALE VOICE : Hes with Mr Li now. OPAL : Well , would you please ask him if I could speak to him for a moment. I have an urgent message for him. MALE VOICE : Yes , certainly , hold the line , please. (INTERCOM SWITCH CLICK) MR LI : Mr Li speaking. MALE VOICE : Oh , Mr Li , I have Mr Ballitos secretary on the line. She would like to speak to him. Its rather urgent. MR LI : Just a moment , hes right here. 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