

TakingandPassingMessages ( II ) PDF转换可能丢失图片或格式  
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[https://www.100test.com/kao\\_ti2020/151/2021\\_2022\\_TakingandP\\_c85\\_151499.htm](https://www.100test.com/kao_ti2020/151/2021_2022_TakingandP_c85_151499.htm) Mr Kola rings back to dictate Melitas reference to Opal over the telephone. It is a report on Melitas work , attendance , punctuality and character. It is also a report on her ability and her hopes for the future. The reference is found satisfactory. And Melita gets the job. Here is Mr Kola dictating Melitas reference to Opal. MR KOLA : ( ON TELEPHONE ) Melita Fagurianhas worked here for two years as a shorthand typist. Her attendance has been very good ..... You know Opal , shes been absent only once. She was away for three days ..... I think she had a cold..... it wasn t anything serious. Oh , er ..... have you got that ? OPAL : Yes , Mr Kola. Ive got ( READS ) Melita Fagurian , 19 years old , worked at the National Bank for two years. Her attendance was very good. In two years she was absent only three days. MR KOLA : Right. ( DICTATES ) She is honest and you can rely on her. She can use a duplicator and calculating machine..... She wants to learn as much as possible so that she can get a secretarial job ..... Have you got all that , Opal ? OPAL : Yes , Mr Kola. ( READS ) Shes always been punctual , shes honest and reliable. Miss Fagurian can use a duplicator and a calculating machine ..... And shes ambitious. MR KOLA : Yes , that is the right word for Melita she is “ ambitious ” 。 Well , is there anything else you want to know. Opal ? OPAL : No , I dont think so. Thank you , Mr Kola. Goodbye. MR KOLA : Goodbye. OPAL : ( To SELF ) Now III

start by typing Melita's reference. I'd better take an extra copy. Melita Fagurian, age 19 (SPOT, TYPEWRITER) ..... has worked at the National Bank for two years. During this time her attendance and punctuality have been very good. She is honest and reliable. She can use a duplicator and a calculating machine ..... Her ambition is to be a senior secretary and she will work hard to get the job she wants.

( DOOR OPENS AND SHUTS ) MR BALLITO : I'm back ,  
Opal. Are there any messages ? OPAL : Yes , Mr Kola rang with  
the reference for Melita Fagurian. MR BALLITO : Oh good. OPAL  
: I've typed it out and put it on your desk. MR BALLITO : Thank  
you. Is it satisfactory ? OPAL : Yes , it's very satisfactory. MR  
BALLITO : Good , then would you write her the usual letter of  
appointment offering her the job. 100Test 下载频道开通 , 各类考  
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