

Pets-1书面表达范文11 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/171/2021_2022_Pets-1_E4_B9_A6_E9_c88_171713.htm 情景：你是公司秘书。经理有事刚出去，你就接到他朋友的电话，说有急事要告诉他，让经理回来后速回电话。

任务：请你用英语给经理写一封50左右的便条。告诉他：1 你何时接到他朋友的电话的；2 电话内容是什么；3 他朋友的姓名及电话号码是什么。请用下面格式

：Mr. Green , Smith 范文：Mr. Green , There was a telephone call for you at two fifteen . It was from your old friend Mr. Caron . He said he had something urgent to tell you . He wanted you to phone him back as soon as you came back . Here is his telephone number , 88186888. Smith 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