

业务英语商务英语听力辅导:常用电话365句B PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/183/2021_2022__E4_B8_9A_E5_8A_A1_E8_8B_B1_E8_c29_183498.htm Shall I tell him you called?我告诉他你来过电话，好吗？ I ' ll be here when he calls back. Much appreciated.他打电话时我会在这，太感谢你了！ That ' s fine. I ' ll await his return call.很好。我会等他的来电。 Barker ' s Service Station.这里是巴克尔维修站。 I need your help badly. My car can ' t start. Can you send somebody over?我急需你们的帮助。我的车启动不了，能派人来修吗？ We can have somebody come by, but it won ' t be right away.我们可以派人去，但现在不行。 What time can you send one over?那你们什么时候能派人来呢？ Oh, let ' s see. It ' ll be about 3:30 before we have anybody free.哦，让我想想。大概要到3：30我们才有空。 Can it be earlier than that?能早点吗？ I doubt it, sir. We ' ll try, but I can ' t promise anybody before 3:30.我没把握，先生。我们会尽早的，但我不敢许诺3：30以前行。 If I had it towed over there, could you work on it right away?如果把车拖到你们那里，能马上修吗？ Sure, if you had it towed here to the garage, we could get right on it.当然能。您把车拖过来的话，我们马上就修。 Can you send your tow truck over here?你们能派辆拖车来吗？ No. I ' m sorry, but we can ' t send out our tow truck to get you.不能，真对不起，我们不能派拖车来。 Why not?为什么不能？ Our tow truck ' s being repaired.我们的拖车正在修理呢。 That ' s too bad. Bye.太糟了。再见。 Bye.再见。 Will you help me?可以帮助我吗？ Please help me to get things straight.请帮助我把事情

搞好。 Will you be so kind as to help me out of the difficulty?帮助我克服困难，好吗？ I don't know how to solve the problem. Will you help me out?我不知道该怎么解决这个问题。你能帮我吗？ Will you come over to help me with the tough job?您能否来帮助我做这项艰苦的工作？ Can you assist me in this matter?这件事您能帮助我吗？ I'm in great need of your assistance.我特别需要您的帮助。 I'm calling for your assistance.我打电话是要您帮助我。 My name is Wang Feng and I'm calling to cancel plane ticket.我叫王峰，我想取消我预定的飞机票。 When was your reservation?您预定的是什么时候？ It's 5:00 p.m. today.今天下午5点整。 Would you like me to reschedule you for another time?要不要我再另外为你安排别的时间？ No. Thank you.不用了，谢谢。 Beijing Hotel.北京饭店。 Hello, my name is Li Ming and we have a reservation for party tonight.喂，您好。我叫李明，我们在你们这预定了今晚聚会。 Yes, what can I do for you?是的，我能为您效劳吗？ I need to cancel that. We have had a last minute change of plans.我要取消预约，我们临时改变计划了。 I see. Would you like me to reschedule you for another night?我明白了。要不要另外为你安排别的晚上。 OK, we have let you know as early as possible.好的，我们会让你们尽早知道。 By the way, will we be able to get a refund on this cancellation?顺便问一下，我们取消后可拿回定金吗？ Certainly.当然可以。 Thank you very much.谢谢你。 That's all right. I hope we can help you at some other time. Good-bye.好了，希望我们今后还能给你帮助。再见。 Good-bye.再见。 I'm calling to know if it would be at all possible to cancel our reservation.我打电话想知道我们的预约

是否有可能取消。 I have to postpone our appointment.我要把我的约会延期。 Is it too late to cancel our plans?现在取消我们的计划是否太迟了？ How much notice of cancellation is necessary to get my deposit back?想把定金拿回来，要提前多长时间通知你才行？ Hello, my name is Susan and I am calling to confirm my reservation.喂，你好，我叫苏珊，我打电话确定我的预定。 Yes, Miss Susan, we have you down for a deluxe room tonight.您好，苏珊小姐，我们已为您定好了今晚一间豪华房间。 Great and please make sure the room has a nice view of the park.很好，要定那个可以看到公园美丽景色的房间。 Yes, Miss. I will.好的，小姐。我会注意的。 Thanks a lot!多谢了！ Not at all.不客气。 Hi. This is Peter from Dr. Alice ' s office.嗨，你好，我是埃里斯诊所的彼得。 Hi, Peter.彼得，你好。 I ' m just calling to confirm your appointment tomorrow at 3:00 p.m.我打电话确认明天下午3点你约定的时间。 Thank you. I will be there on time.谢谢你，我会准时到的。 I need to confirm my reservation.我要确认我的预定。 Can you confirm that the meeting is at 9:00 a.m.?你能否确认一下，开会的时间是早上9点吗？ I just want to confirm that the arrangements have been made.我要确认所有计划都安排好了。 I ' m looking for whoever is in charge of your company.我要找你们公司的负责人。 And I want to know a certain product of yours.我想问一下你们的产品。 What about it? I may possibly be of help.什么产品？也许我能效劳。 Well. I ' m sorry to inform you of this, but we got cloth that are all the wrong color.哦，很抱歉告诉你，我们发现你们寄送的布匹颜色搞错了。 We asked for black and green, but we got white and red.我们

要黑的和绿的，但你们送来的是白的和红的。 I ' ll check on it immediately. What would you like us to do?我马上给你核对一下，你们想怎么办呢？ 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