

商务英语会话基础Lesson2-PARTA PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/213/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_213788.htm](https://www.100test.com/kao_ti2020/213/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_213788.htm) Lesson 2 Using the Telephone

第二课 如何使用电话STARTING A TELEPHONE CONVERSATION 电话用语GETTING THROUGH 接通电话TAKING MESSAGES 电话留言PART A EDWARD GREEN:

Hello, my name is Edward Green. I would like to speak to Mr.

Smith, please.爱德华·格林：你好，我是爱德华·格林。请史密斯先生接电话。SMITHS SECRETARY: I am sorry, but

Mr. Smith is not available.史密斯的秘书：对不起，史密斯先生现在不在。EDWARD GREEN: Okay. I'll bring back. Does Mr. Smith

have a direct line?爱德华·格林：那好吧。我再打过来。史密斯先生有直线电话吗？SMITHS SECRETARY: I'm sorry but the

number is confidential.史密斯的秘书：对不起，号码保密。

EDWARD GREEN: Okay. Thank you.爱德华·格林：好的。谢谢。

JENNY ROSS: It's very difficult to speak to Mr. Smith.詹妮·罗斯：想跟史密斯先生通电话真难。EDWARD GREEN:

Yes, I know.爱德华·格林：是啊，我知道。NOVO

RECEPTIONIST: Good morning, RUYJ Advertising. NOVO 接待员：早上好，RUYJ 广告公司。DON BRADLEY: Good

morning. This is Don Bradley. Can I talk to Phil Watson, please?堂·布拉德利：早上好。我是堂·布拉德利。请菲尔·沃森接

电话？NOVO RECEPTIONIST: What company are you from please? NOVO 接待员：您是哪家公司的？DON BRADLEY:

Bibury Systems.堂·布拉德利：Bibury 系统公司。NOVO

RECEPTIONIST: Ill put you through. NOVO 接待员：我给您转过去。 DAVE Phil Watsons phone. 戴夫菲尔·沃森的电话。 DON BRADLEY: Good morning. Can I talk to Phil, please? 堂·布拉德利：早上好。请菲尔听电话 DAVE: Can I ask whos calling please? 戴夫：能问一下您是哪位吗？ DON BRADLEY: Don Bradley from Bibury Systems. 堂·布拉德利：Bibury 系统公司的堂·布拉德利。 DAVE: Well, Mr. Bradley, Im afraid Phils not in the office at the moment. 戴夫：哦，布拉德利先生，菲尔目前不在办公室。 Can I take a message or would you like to ring him on his mobile phone? 让我给他捎信还是您打他的移动电话？ DON BRADLEY: Ill try his mobile. Can I have the number please? 堂·布拉德利：我还是打他的移动电话吧。请问号码是多少？ DAVE: 0802 54377 戴夫：0802 54377 DON BRADLEY: Just let me check that. Zero eight zero two five four three double seven. 堂·布拉德利：让我对一下。0802 54377。 DAVE: Thats it. 戴夫：对。 DON BRADLEY: Thanks. 堂·布拉德利：谢谢。 PHIL WATSON: Hello. Phil Watson. 菲尔·沃森：你好。菲尔·沃森。 DON BRADLEY: Hello. Phil, this is Don Bradley. 堂·布拉德利：你好。菲尔，我是堂·布拉德利。 PHIL WATSON: Hello, Don. Sorry to keep you waiting. How are you? 菲尔·沃森：你好，堂。抱歉让你久等。你身体好吗？ DON BRADLEY: Im fine, thanks. Can we meet? We have a new product and I want you to see it. 堂·布拉德利：好，谢谢。我们能见个面吗？我们有了新产品，我希望你看一下。 SMITHS SECRETARY: Hello, Mr. Smiths office. 史密斯的秘书：你好，史密斯先生的办公室。 EDWARD GREEN: Hello, my name is

Edward Green from Bibury Systems. I rang earlier. I would like to speak to Mr. Smith, please.爱德华·格林：你好，我是Bibury系统公司的爱德华·格林。我之前打过电话。我想跟史密斯先生通电话。SMITHS SECRETARY: Im afraid Mr. Smith is not in the office at the moment. Can I ask what it is about?史密斯的秘书：史密斯先生目前不在办公室。请问您有什么事?EDWARD GREEN: It is very important. I represent Bibury Systems. We've got a new product and I want Mr. Smith to see it.爱德华·格林：是很重要的事。我代表Bibury系统公司。我们新推出了一款产品，希望史密斯先生看一下。SMITHS SECRETARY: Please send the product specifications by mail, Mr. Green.史密斯的秘书：格林先生，请把该产品的说明书邮寄给我们。EDWARD GREEN: I would like Mr. Smith to see the product and would like to talk to Mr. Smith direct. When is a good time to call?爱德华·格林：我希望史密斯先生看一下产品，并且希望直接和他谈一谈。什么时候打电话合适?SMITHS SECRETARY: You could try ringing this afternoon.史密斯的秘书：你可以今天下午试着打一下。EDWARD GREEN: Thank you. Goodbye.爱德华·格林：谢谢。再见。转贴于：考试大\_BEC考试 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](http://www.100test.com)