

《英语口语王》第4部分：第二章白领英语 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\\_\\_E3\\_80\\_8A\\_E8\\_8B\\_B1\\_E8\\_AF\\_AD\\_E5\\_c96\\_213817.htm](https://www.100test.com/kao_ti2020/213/2021_2022__E3_80_8A_E8_8B_B1_E8_AF_AD_E5_c96_213817.htm) 秘书英语 安排老板日程 我们纽约行程的计划已经制定好了。 I ' ve made the plan for our tour in New York.A: I ' ve made the plan for our tour in New York. 我们纽约行程的计划已经制定好了。 B: How do you arrange it? 你是如何安排的？您想知道明天的行程吗？ Would you like to know the schedule for tomorrow? Would you have a look at the schedule for tomorrow? 您能看一下明天的行程吗？我们将于上午8:30他们的总经理谈论订货事宜。 We will visit Onshow factory from 8:30 to 9:30 this morning.A: We will visit Onshow factory from 8:30 to 9:30 this morning.我们将于上午8:30到9:30参观昂秀工厂。 B: And then? 然后呢？10点以后您将和他们的总经理谈论订货事宜。 After 10 you will talk to their general manager about the goods we want to order.A: After 10 you will talk to their general manager about the goods we want to order.10点以后您将和他们的总经理谈论订货事宜。 B: What ' s his name? 他叫什么名字？11:30您将和昂秀公司的布莱克先生共进午餐。 At 11:30 you will have lunch with Mr. Black from Onshow Company.A: At 11:30 you will have lunch with Mr. Black from Onshow Company.11:30您将和昂秀公司的布莱克先生共进午餐。 B: Which restaurant? 哪家餐馆？从下午2:00到3:30，您将和我们的销售代表在第二会议室开会。 From 2:00 to 3:30 pm, you will have a meeting with the sales representatives in No. 2 meeting room.A: From 2:00 to 3:30 pm, you will have a meeting with

the sales representatives in No. 2 meeting room.从下午2:00到3:30 ,  
您将和我们的销售代表在第二会议室开会。 B: I hope all of  
them can be present. 我希望他们全都能参加。 在晚上7:00 , 您  
将和一位来自加拿大的主要进口商共进晚餐。 At 7:00 pm, you  
will have dinner with an important importer from Canada.A: At 7:00  
pm, you will have dinner with an important importer from Canada.  
在晚上7:00 , 您将和一位来自加拿大的主要进口商共进晚餐  
。 B: I ' m afraid you have to cancel it. 恐怕你得把它取消掉。  
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