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https://www.100test.com/kao_ti2020/227/2021_2022__E5_95_86_E5_8A_A1_E7_A4_BE_E4_c85_227548.htm 无论你的能力有强，也不可能单独完成所有的工作，向同事求助是在所难免的。在向别人请求帮助时，表达方式非常重要，恰当而婉转地提出请求不仅是一种礼仪，更能起到良好的沟通效果。

Dialogue A: Good morning, Linda. There ' ll be some people coming into our company tomorrow. Please make a detailed schedule for me for tomorrow./上午好，琳达。明天有几个人要来我们公司。请给我制定一份明天的详细日程表。 B: Who are they, Mr. Peter?/什么人，彼得先生？ A: They are: Mr. Jones, general manager of Fuqiang Co.. Mr. Sam, president of Bestway Co.. and Ms. Griffin from pilot Corp./他们有：福强公司的总经理琼斯先生，百事威公司的总裁萨姆先生，以及派洛特公司的格里芬女士。 B: We ' ll have the board meeting at 2:30 tomorrow afternoon, won ' t we?/我们明天下午2点30分开董事会，是吗？ A: Yes./是的。 B: But the sales manager of Lee Brothers ' , Mr. Lee, just called and insisted on seeing you tomorrow afternoon./但是李氏兄弟公司销售部经理李先生刚来过电话，还坚持说明下午要见你。 A: The board meeting will be finished at about 3:30. You could arrange his appointment after that./董事会大概3点半结束。你可以把他安排在这个时间之后。 B: He said that he would leave for Guangzhou at 4:00 p. m. tomorrow./他说他明天下午4点要去广州。 A: All right. Please tell Johnson to meet him tomorrow afternoon./那好吧。就让约翰明天下午接待他。 B: Yes, sir./好

的。先生。 A: Gould you give me the shedule before 4 o ' clock this afternoon?/今天下午4点之前能将日程表给我吗？ B: No problem, sir./没问题，先生。 转贴于：考试大_商务英语考试 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