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This is Cathy Winer speaking. Can I help you? Madison工业，我是Cathy Winer, 我能帮您吗？ B: Good afternoon. Could you connect this call with Mr. Black, please? 下午好，麻烦你接到Black先生，好吗？

A: May I know who ' s calling? 请问您是哪位？ B:

This is Mary Fox of A.B.C. Computer Co...I ' m calling on behalf of Mr. Tom Backer, the general manager of our company. 这里是A.B.C电脑公司的Mary Fox. 我是替我们公司总经理Tom Backer先生打电话。

A: I am sorry, Ms. Fox. Mr. Black is now in a meeting. May I have your number and ask him to call back later? 对不起，Fox小姐。Black先生正在开会，请告诉我你的电话号码，我会让他给你打电话的，好吗？ B: I ' m afraid Mr. Baker

would like to speak to Mr. Black right now. He has got an urgent matter to discuss with Mr. Black without delay. 我想Baker先生想现在和Black先生说话，他有紧急事情与Black先生商量，不能拖延。

A: OK. Then, would you please hold the line? (one minute later) 好的，请你别挂机。（一分钟后）

Ms. Fox, the line is through. Mr. Black is ready to answer the call. Go ahead. Fox小姐，电话接通了，Black先生可以和你通话了，请吧。 B: Thank you for your kind assistance, Ms. Winer 非常感谢你的善意帮助，Winer小姐。

A: You are welcome. 别客气。 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)