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https://www.100test.com/kao_ti2020/251/2021_2022__E8_8B_B1_E8_AF_AD_E5_8F_A3_E8_c83_251806.htm 打电话我是丹尼斯史密斯。This is Dennis Smith. *打电话时常用This is...代替My name is...。This is Dennis Smith speaking.喂，是约翰吗?Hello, John? *常用于熟人之间。喂，请问是丹尼斯史密斯先生吗?Is this Mr. Dennis Smith?请问是财务科吗?Is this the finance department?请问是吉姆贝克医生的办公室吗?Is this Dr. Jim Bakers office?我能借用一下您的电话吗?Do you mind if I use your phone? *这句话直译是“ 如果我用一下您的电话，您介意吗? ”。如果同意，回答是No(不介意)。Do you mind if I use your phone? (我能借用一下您的电话吗?)No, please go ahead. (可以，请用吧。)我想找佐藤先生。May I speak to Mr. Sato?May I speak with Mr. Sato?Id like to speak to Mr. Sato, please.Is Mr. Sato there, please?Mr. Sato, please. *这是最简单的说法。并不失礼，工作和日常生活中都可以用。Let me talk to Mr. Sato, please. *这样说有点太直，除了对熟人以外一般不用。马克在吗?Is Mark there? *孩子们之间、朋友之间和比较熟悉的人之间比较随便的说法，工作中最好不用。真对不起，这么晚了还给您打电话。Im sorry for calling you this late. *若在早晨的话把late换成early。我希望我没打扰您。I hope Im not disturbing you. *disturb “ 打扰(休息和工作) ”。I hope Im not keeping you.但愿没吵醒您。I hope I didnt wake you up.I hope I didnt wake you up. (但愿没吵醒您。)No, you didnt. (没有，你没吵醒我。)我有急事要找巴尔先生。It is urgent I talk to Mr. Barr now.I need to get

in contact with Mr. Barr right away. *get in contact with... “和.....取得联系”。I need to talk to Mr. Barr immediately.有关明天开会的事给您打电话。Im calling about tomorrows meeting.我给您回电话。Im returning your call.Im calling you back. 接电话喂!Hello. *英语中接电话的人先说“Hello”。Hello. (喂!)Oh, hello. Is Mark there? (喂, 马克在吗?)对, 我就是。Speaking. *对方要找的刚好是自己, 就以这句“我就是”回答。This is he. *女性用“This is she”。This is Mr. Sato speaking. (对, 我是佐藤。)This is. *有点儿生硬的感觉。是我呀。Its me. *常用于像夫妻间关系非常亲密的场合。ABC商务学院。您有什么事?ABC Business College, may I help you? *公司等工作场所接电话时的一般对答方式。个人家庭接电话时只需说“Hello”。Thank you for calling ABC Business College.Can I help you?您是哪位?Whos calling, please?Whos speaking, please?Who is this, please?May I ask whos calling?Who should I say is calling?您想找哪位接电话?Who in particular would you like to talk to? *in particular “特别”、“尤其”。他一直在等您的电话。Hes been expecting your call. *Hes是He has的省略形式。Expect “抱有希望地等待”。您要找哪个铃木?Which Suzuki do you want to talk to?这儿有三位姓铃木的。There are three Suzukis here.您能过会儿再打吗?Would you mind calling back later?Could you call back later?请转103。Extension 103, please. *extension “延长”, 在这里表示“分机电话”。May I have extension 103?Could I have extension number 103?Please connect me with extension 103.Would you transfer this call to extension 103?我给您接103分机。Ill connect you to extension 103.Im transferring your call to extension 103.请稍

等一下。Hold on, please. *hold on “等待”。May I speak to Mr. Smith? (请找史密斯先生。) Hold on, please. (请稍等。) One moment, please. Just a moment, please. Hold the line, please. Just a second, please. 我让他接电话。Ill put him on. *put...on “让.....接电话”。Ill connect you. (把电话转接给你。) *connect “连接”。我把电话给您接过去。Ill transfer your call. Ill put you through. 我把电话转给负责人。Ill get your party for you. *party 不是“聚会”而是指接电话的对象。Let me transfer this call for you. Im transferring your call to the person in charge. 我把您的电话接到营业部去。Im transferring your call to the sales department. 是贝克打来的，请接1号线。Mr. Peck is on line one. Mr. Peck for you. Hes on line one. Pick up line one. Its Mr. Peck. ABC公司米兰先生的电话。You have a call from Mr. Miller of ABC. Theres a call from Mr. Miller of ABC. Mr. Miller of ABC is on the line. 您要找的人来接电话了。Your party is on the line. *通过电话交换台的接线员时，接线员接通电话后常用的表达方式。Your party is on the line. (您要找的人来接电话了。) Thank you. (谢谢。)

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