

PhoningtoAskaboutaJobAd . 电话求职 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/254/2021\\_2022\\_PhoningtoA\\_c96\\_254228.htm](https://www.100test.com/kao_ti2020/254/2021_2022_PhoningtoA_c96_254228.htm) Key Sentences (重点句子) 581.Lianfu

Company.May I help you? 这里是联富公司，请问找谁？

582.Hello , this is David Jones. 喂，这里是戴维琼斯百货公司。

583.Crest Trade House.Can I help you? 这里是克莱斯特贸易所。愿为您服务。 584.This is the Southern Suburb Hotel.May I help

you? 南郊饭店，愿为您服务。 585.Hello , operator? Get me 5732 , please. 喂，总机吗？请接5732. 586.Please get me through

to Personnel Department. 请你给我接通人事部。 587.Personnel Department Mr. Zhang speaking.What can I do for you? 这里是

人事部，我是张先生，您有什么事？ 588.Wrong number. 打错了。 589.Line engaged. 占线了。 590.Hold the line , please. 请等

一等。 591.You are in connection.Please go ahead. 接通了，请讲话。 592.Im interested in the job you advertised in yesterdays

news-paper. 我想问一下你们在昨天的报纸招聘广告中的职位。 593.Is it still vacant? 这个空缺还有吗？ 594.Do you still have

that vacancy? 你们还有空缺职位吗？ 595.Im asking about your advertisement for a cashier in todays newspaper. 我想询问你们在

今天的报纸上招聘出纳员的广告。 596.Hello , Im calling in answer to your advertisement in yesterdays “ Yang cheng Evening

News ” for an English telephone operator. 你好，我打电话来是想应聘你们昨天在“羊城晚报”登广告招聘的英语话务员一职

。 597.Im asking about your advertisement for a shop assistant in todays newspaper. 我打电话来想应聘你们在今天的报纸上广告

招聘的商场售货员一职。 598. Oh , I see. May I have your name , please ? 我明白了 , 请问你叫什么名字 ? 599. This is Zhiwei Zhao speaking. 我是赵志伟。 600. Im sorry. The job is taken. 对不起 , 这职位已有人了。 601. You should have tried earlier. 你应该早打电话来。 602. Yes , but do you have any experience as a shop assistant ? 还有空缺 , 请问你有做售货员的经验吗 ? 603. Can I have your name and phone number ? 可以告诉我你的姓名和电话号码吗 ? 604. Ill make an appointment for an interview for you. 我想为你约定一个面试的时间。 605. Would you like to come here for an interview ? 你愿意来面谈吗 ? 606. I certainly would. 当然愿意。 607. Can you come tomorrow morning ? 明天上午你能来面谈吗 ? 608. Thatll be fine. 好。 609. Well look forward to seeing you then. 我们期望见到你。 610. Can you make it Thursday morning ? 周四上午行吗 ? 611. See you then. 再见。 612. Do you still have openings for the typist ? 贵公司还有打字员的空缺吗 ? 613. Im enquiring about your advertisement for a driver in yesterdays China Daily. 我打电话想询问昨天《中国日报》上广告招聘的驾驶员一职。 614. Id like to come in and apply for the job of the bank clerk. Can you help me ? 我想来申请银行职员一位 , 你能帮助我吗 ? 615. Can you give me any information about the job advertised in todays Morning Post ? 你能告诉我一些今天的早报上招聘职位的情况吗 ? 616. Do you still have positions available ? 贵公司还有可申请的职位吗 ? 617. I saw your advertisement in this mornings newspaper for the air hostess. Id like a job. 我看到今在早上的报纸上贵公司招聘空中小姐的广告 , 我想申请这一职务。 Dialogue A ( O= Office Clerk办公室职员 , A= Applicant

申请人 ) O : Crest Trade House. May I help you ? A : Yes , Im interested in the job you advertised in yesterdays newspaper. Is it still vacant ? O : Im sorry , the job is taken. A : Oh , so quick ? O : Yes , you should have tried earlier. A : I see. Thank you. O : Better luck next time. Dialogue B ( O= Office Clerk 办公室职员 , A= Applicant 申请人 ) O : Hello , this is David Jones. I : Hello. Im asking about your advertisement for a shop assistant in todays newspaper. Do you still have that vacancy ? O : Yes , but do you have any experience as a shop assistant ? A : Ive got four years experience in a department store. O : Which one , please ? A : Franklin Department Store. O : Fine. Can I have your name and phone number ? Ill make an appointment for an interview for you. A : Yes , My name is Yunhai Zhang. O : Will you please spell it ? A : OK , Y-U-N-H-A-I , Z-H-A-N-G. O : The phone number ? A : 5696181. O : Thank you. Can you come tomorrow morning ? A : Im afraid not. But can you make it Thursday afternoon ? O : Thats all right. When you come , ask for Smith , OK ? A : Yes. See you then. Dialogue C ( O= Office Clerk 办公室职员 , A= Applicant 申请人 ) Operator ( 接线员 ) : This is the Southern Suburt Hotel. May I help you ? A : Please get me through to Personnel Department. O : Personnel Dearment , Mr. Zhang speaking. What can I do for you ? A : Good afternoon. I am calling in answer to your advertisement in yesterdays “ Yangcheng Evening News ” for an English telephone Operator. O : Oh , I see. May I have your name please ? A : This is Zhiwei Zhao speaking. O : Do you think you have a good command of English for telephone

operation ? A : Yes , I think so. O : I was a graduate of Guangzhou Vocational Middle School of Tourism. There I learned hotel English including English for telephone operation. O : Have you had any experience on the switchboard ? A : Yes , I have been a telephone operator for over two years. O : Where do you work now ? A : I work at Guangdong Guest Hotel. O : Im interested in your proficiency in English and work experience. Would you like to come here for an interview ? A : I certainly would. O : How about Friday morning at nine oclock ? A : Thatll be fine. O : Please bring your resume together with copies of your diploma and ID card. Come to Room 206 and ask for Mr. Zhang. A : Room 206 , Mr. Zhang ? O : Thats right. Well be looking forward to seeing you then. A : I Will , too. Thank you. O : Thank you for calling. See you later. A : See you on Friday. Notes 注释 1. Better luck next time. 祝你下一次运气好。 2. This is Zhiwei ZHao speaking. 我是赵志伟。 用英语打电话用this表示自己一方 , 用that表示打电话的另一方 , 如 : This is Mary speaking. 我是玛丽。 不用 Im Mary. Is that Mr Li speaking. 你是李先生吗 ? 不用 Are you Mr. Li ? Who is that speaking ? 你是谁 ? 不用 Who are you ? This is me ( speaking ) 。 是我。 3. Do you think you have a good command of English for telephone operation ? 你认为你精通话务英语吗 ? 4. I was a graduate of Guangzhou Vocational Middle School of Tourism. 我是广州旅游职业中学毕业生。 5. There I learned hotel English including English for telephone operation. 我在该校学过饭店英语 , 包括话务英语。 6. Im interested in your proficiency in English and work experience. 我对

你的英语熟练程度和工作经验很感兴趣。 7.Thank you for calling. 谢谢你打电话来。 Words and Expressions vacancy n.空缺，空白 cashier n.出纳员 available a.可得到的，可用的 hostess n.女乘务员，空中小姐 operation n.操作，业务 switchboard n.交换台，总机 proficiency n.精通，熟练 diploma n.文凭，公文 ID card 身份证 vocational a.职业的 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)