

商务电话留言常见句型及对话实例(1) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/264/2021_2022__E5_95_86_E5_8A_A1_E7_94_B5_E8_c29_264094.htm Dialogue A (A : Jan Wise B : Receiver)

A : Hello . Can I speak to Mr . Clark ? B : May I have your name , Please ? A : This is Jan Wise speaking . B : Hold on , please...I ' m sorry , but he ' s on another line now . Would you care to hold ? A : Well , I need to leave in a minute . Could you take a message , Please ? B : Certainly . A : It ' s a little complicated... I ' m Mr . Clark ' s former classmate . B : OK . A : I was supposed to meet Mr . Clark for lunch at 12 30 at Ernierestaurant with a friend of us , Miss White... B : Ernie ...Miss WhiteOK... A : But Miss White ' s flight arrived late , and I need to pick her up at the airport now... B : AirportOK... A : So please tell him that the time is changed to 1 00... B : One o ' clock... A : And I hear that Miss White likes to eat Chinese food recently , so I want to meet at Beijing restaurant instead of Ernie ' s . Bythe way , please tell him not to book the table , I have done it al-ready . B : Beijing restaurant... Chinese foodOK , Miss Wise , I ' ll givehim the message . Anything else ? A : That ' s all . Thank you for trouble taken . Good-bye . B : Good-bye!

重点句型： 1 . I ' ll get back to you as soon as possible . 我会尽快回您电话。 2 . I ' m sorry , but he ' s on another line now . 对不起，他在接另一个电话。 3 . Would you care to hold ? 您要稍等一下吗？ 4 . Could you take a message , please ? 能不能为我留下话？ 5 . I ' ll give him the message . 我会转告他。 6

. Anything else ? 还有其他事吗 ? 7 . That ' s all . Thank you for trouble taken . 就这些 , 感谢你的耐心。 8 . I ' m sorry , but he is out of the office right now . 很抱歉 , 他现在不在办公室里。 9 . When will he be back ? 他什么时候回来 ? 10 . I wonder if you could give Mr . Wang a message for me ? 你能不能给王先生带个口信 ? 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