

商务电话留言常见句型及对话实例(2) 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_264095.htm

Dialogue B (A : Jim Brown B : Receiver) A : Hello . This is Jim Brown of the Export Department . May I speak to Mr . Wang ? B : I ' m sorry , but he is out of the office right now . A : When will he be back ? B : He should be back at any moment . A : I wonder if you could give Mr . Wang a message for me ? B : Yes , certainly . Just a minute . I ' ll get a pen . (Pause) OKay , please carry on . A : There will be a very urgent meeting at three o ' clock and I would like Mr . Wang to attend it . B : OKay , an urgent meeting...three o ' clock ...May I ask what it ' s regarding ? A : Yes . It ' s regarding the foreign exchange market and our sales strategy this year . B : Shall I tell Mr . Wang to prepare any material ? A : Yes , thank you . B : I ' ll let him know , Mr . Brown . A : Thank you very much . Bye . B : Bye . Dialogue C (A : Mary B : Receiver C : John ' s voice) A : Hello . Is John in ? B : No , can I take a message ? A : No . I really need to talk to him personally . B : Would you like to leave a message on his voice mail , then ? A : Yes . Thank you . B : Hold on and I ' ll transfer you . (Pause) C : Hi , this is John . I ' m not available to take your call , but please leave your name , number and a brief message . I ' ll get back to you as soon as possible . A : Hi , John . It ' s Mary and I really need to talk to you . I won ' t be able to go to the party with you . Please call me at 556-3243 when you get back . **重点句型** : 11 . Just a minute . I

'll get a pen . 请等一下，我拿支笔。 12 . I 'll let him know , Mr . Brown . 我会转告他的，布朗先生。 13 . No . I really need to talk to him personally . 不，我真的需要亲自跟他说。 14 . Would you like to leave a message on his voice mail , then ? 那您要不要留话在他的语音信箱里？ 15 . Hold on and I 'll transfer you . 稍候，我会帮您转过去。 16 . I 'm not available to take your call , but please your name , number and a brief message . 我现在不能接您的电话，但请您留下您的姓名、电话号码和简短留言。 17 . Please call me at 556-3243 when you get back . 你回来时请打556-3243找我。 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