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https://www.100test.com/kao_ti2020/266/2021_2022__E5_A4_96_E8_B4_B8_E4_B8_9A_E5_c29_266910.htm (二) A: And the number? 电话号码呢? B: 021-64358796 A: OK. You ' ll be hearing from Mr. Bush later in the morning then, Mr. Smith. 好的, Smith先生, 早上早些时候, 你会收到Bush先生的电话。 B: Thank you for your help. Good-bye. 谢谢你的帮助, 再见。 A: You are welcome. Good-bye. 别客气, 再见。 A: Madison Industries. 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. 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。 A: Good morning. NTT Co... 早上好，NTT公司。 B: Hello. May I speak to Mr. Ira Black, head of the Export Section, please? 你好，可以和出口部负责人Ira Black先生通话吗？ A: I ' m sorry. Mr. Black has just gone out. May I ask who ' s calling? 对不起，Black先生刚出去。可以问一下您是哪位吗？ B: This is John Carter from Ace Consultant. Would you please tell me when I could get a hold of him? 我是Ace咨询公司的John Carter. 请你告诉我什么时候能找到他。 A: I really have no idea when Mr. Black could be available in the office. Could you call back later or would you mind leaving a message? 我真的一点都不知道Black先生什么时候会在办公室。您可以过一会儿再打来或者给他留言吗？ B: I think it ' s better for me to leave a message. But it ' s important and urgent. Please make sure he gets this message. 我觉得还是留下一个口信比较好。不过这件事很要紧，请一定将留言传达给他。 A: I see. I ' m sure to pass your messages to Mr. Black. 明白了，我一定把您的留言传达给Black先生。 B: Good. Would you mind telling him that due to some sudden changes, do not fill out any orders for NNC Corporation until further notice? It ' s very important. I ' ll explain later. 那就好，你可以告诉他，由于意外变化，在进一步通知之前，请勿给NNC公司发货。事关重大，稍后我会做出解释。 A: Okay, let me repeat your message to see if I ' ve got it all. 行。我重复一遍留言，看看是否记全了。作为职场中的一员，我们免不了要外出办公。为了使自己的工作更有效率，

我们就需要提前和对方确定好相关事宜，这时，电话就发挥了相当重要的作用。通过电话还可以用它来解决当面不好说的许多问题呢！本期，我们就来学习一下如何用电话预约和解决问题。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