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办公室会话--提醒 同事忘了你交待的事情？有必要提醒他一下了。怎么提醒好呢？看看下面的对话吧。

A: Terry? I need the file you took yesterday. 特里，我要用你昨天拿走的文件。 B: Im sorry, Jane. I left it at home. Ill bring it back tomorrow. 对不起，简。我把它忘在家里了，明天给你拿来。 A: Terry, I told you yesterday that Id be using the file this afternoon. 我昨天告诉你我今天下午要用的。

B: I know, Jane. I just walked out and it completely slipped my mind. Ill go home and get it at noon, all right? 我知道。我完全忘了这回事了。我中午回家去取，行吗？办公室会话--请假 人吃五谷杂粮，没有不生病的，身体不舒服的时候工作自然也没法做好，这时候就需要请假休息或是看医生了。该怎么提出请假呢？我们看下面一段对话： A: Mr. Emory, Id like to take this afternoon off if its all right with you. 艾默利先生，我今天下午想请假，可以吗？ B: But Sam, youve called in sick 5 times in the last three weeks. 萨姆，你这三周来已经请了5次假了。 A: I know, Mr. Emory. Im sorry. But I really need to see the doctor this afternoon. I feel dizzy and I cant concentrate on my work. 我知道，对不起。但是我今天下午必须去看医生，我头晕而且不能专心工作。 B: All right, then. But dont forget to bring a doctors note in tomorrow. 好吧，但是记着明天把医生开的证明拿来。办公室里如何跟同事打招呼 办公室里怎么打招呼？其实没有那么复杂，学学下面这些对话实例，轻松去建立你的人际关系吧

。(1) A: Hi, Jane, how are you doing this morning? 嗨, 简, 今天早晨感觉怎样? B: Im all right, thanks. Just a little tired. 还好, 谢谢。只是有点累。 A: You worked overtime last night? 昨晚加班了吧? B: Yeah, I got home at about 2. 是啊, 我昨晚2点才到家。

(2) A: Hi, Tim. How are you? I havent seen you for a long time. 嗨, 蒂姆, 你好吗? 好久不见了。 B: Im fine. Ive been out of town. I just got back. 很好。我出差去了, 刚回来。 A: Where did you go? 去哪了? B: I went to New York for a meeting. 去纽约开了个会。

(3) A: Hi there! My name is Terry. Youre new around here, huh? 嗨, 我叫特里。你是新来的吧? B: Yes. My name is Mark. I just started a couple of weeks ago. 是的。我叫马克, 刚来几个星期。 A: Well, if theres anything I can do for you, let me know. 哦, 如果有什么需要帮忙的, 尽管找我。 B: Thanks. I really appreciate that! 非常感谢!

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