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1 . Beijing Trading Company . May I help you ? 北京贸易公司。请问有何贵干 ? 2 . We have two Zhongs . 我们这里有一位先生姓钟。 3 . Is that Bob Zhong , or John Zhong ? 你要接Bob钟 , 还是John钟 ? 4 . Im sorry , hes not in the office now . 很抱歉 , 他现在不在办公室。 5 . Do you have any idea when hell be back ? 你知道他何时回来吗 ? 6 . I have no idea (when hell be back .) 我不知道 (他何时回来) 。 7 . Can you ask him to call me when he comes back ? 他回来时请告诉他打电话给我好吗 ? 8 . Its urgent . 有急事。 9 . Im sorry but hes in Shanghai on business . 很抱歉 , 他出差去上海了。 10 . Probably sometime tomorrow . 可能明天 (回来) 。 11 . Is there anyone else who can help me ? 有没有其他的人能帮我 ? 12 . OK . Ill just put you through . 好的 , 我这就给您转接。 13 . Just a moment , please...请稍候。 14 . Youre welcome . 别客气。 15 . Is Mary there ? 玛丽在吗 ? 16 . Mary is out right now . 玛丽现在不在。 17 . Why dont you call back later this afternoon ? 您不妨今天下午再打来。 18 . When will she be back ? 她何时会回来 ? 19 . Will it be too late if I call around 10 00 this evening ? 如果我在晚上10点左右打来会不会太晚 ?

? Dialogue A (A : Receiver B : Smith) A : Good morning . Beijing Trading Company . May I help you ? B : Good morning . This is Mr . Smith of King Electronics Compa-ny . Id like to speak to Mr . Zhong , please . A : We have two Zhongs here . Is

that Bob Zhong , or John Zhong ? B : Bob . A : Mr . Bob Zhong
in the Overseas Sales Division ? B : Right . A : Im sorry , hes not
in the office now . B : Do you have any idea when hell be back ? A
: Im sorry , I have no idea . B : Can you ask him to call me when
he comes back ? Its urgent . A : Yes , I will , Mr . Smith . B
: Thank you . A : Youre welcome . 100Test 下载频道开通 , 各
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