

电话实用英语：留言(二) PDF转换可能丢失图片或格式，建议阅读原文

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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 Ernie restaurant 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 . By the way , please tell him not to book the table , I have done it al-ready . B : Beijing restaurant... Chinese foodOK , Miss Wise , I ' ll give him the message . Anything else ? A : That ' s all . Thank you for trouble taken . Good-bye . B : Good-bye 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 .

Words and Expressions

complicate vt . 使 ; 使麻 former a . 以前的 ; 前者 suppose vt . ; 猜想 ; 假定 , 以 restaurant n . 店 , flight n . 行 , 翔 , 航班 change v . 改 , 化 ; 更 , 交 recently a . 近的 ; 最近的 , 目前的 instead ad . 代替 , 替 book n . , 籍 , v . 定 , 定 trouble n . ; 苦 ; 困境 ; 麻 department n . 部 ; (大等的)系 export vt . 出 ; 把.....出口 attend v . 出席 , 照 regard v . 考 , , 把.....看作是 exchange v . 交 ; , ; 交流 market n . (交易)市 ; (集)市 sale n . 出售 , 出 ; , 大 strategy n . 略 , 策略 material n . 材料 ; 原料 ; 料 personally a .

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