

商务英语300句Unit03TelephoneCalls 1 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/353/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_353498.htm Telephone Calls打电话

Brief Introduction 电话问询是贸易中一种很常见的方式。对于生产或交易中遇到的各种问题，如果能通过电话方式解决，那便是最快捷、最有效率的。 Basic Expressions

1. This is Dajiang Food Store. How may I help you? 这里是大江食品店。请问我怎样能帮到你呢？
2. Could you put me through to the toy department? 请帮我接玩具部好吗？
3. I ' d like to order 3 cases of beer. 我打算订购三箱啤酒。
4. My name is Tony Smith, Shanghai Hotel Room 2107. My phone number is 6567- 8900. 我叫托尼史密斯，住上海宾馆2107房间，我的电话号码是 6567-8900。
5. Please make a remittance of 1,500 Yuan for the books you ' ve ordered. The postage is included. 您订的书请汇款一千五百元过来，邮资包括在内。
6. Hold on a moment please. 请稍等。
7. I ' ll see if she is in. 我去看看她有没有在。
8. I am afraid she is out at the moment. 对不起，她这会出去了。
9. I ' ll be pleased to if I can. 如果能的话，我很高兴。
10. Extension 121, please. Sorry, the line is busy. 请接121号分机。对不起，线路忙。
11. Could I speak to Mr. Johnson, please? Sorry, there is no one by the name of Johnson here. 我可以和约翰逊先生通话吗？对不起，这里没人叫约翰逊。
12. Could you hold on a minute? I ' ll get him for you. Certainly. Thanks. 稍等，我帮你去叫他。行，谢谢。
13. Mr. Smith is tied up at the moment. OK. I ' ll call again later. 史密斯先生现在脱不开身。好的，我回头再打电话过来。
14. I am

sorry I wasn't in when you called. That's all right. 很抱歉你来电话时我不在。没关系。

15. Operator, we were cut off. Could you reconnect me, please? Just a moment, please. 接线员，电话断了。可以替我重新接通吗？请稍等片刻。

16. Do you follow me? Yes, please go on. 打电话听懂我的话了吗？听懂了，请接着谈。

17. Have you got it? Sorry. Do you mind repeating? 明白了吗？对不起，你介意再说一遍吗？

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