

新东方商务英语初级口语素材制定日程 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/448/2021_2022__E6_96_B0_E4_B8_9C_E6_96_B9_E5_c85_448891.htm Lesson Four 制定日程 (setting agenda for meetings, travel and events) Making appointment
I ' m calling to make an appointment with you for next Monday. I wonder if it would be convenient to meet you tomorrow. Would it be convenient if I call on you tonight? Could you arrange an appointment with Mr. Green for me? I ' d like to drop by tomorrow to talk over our plan. I look forward to seeing you at your office on July 18. Can you squeeze in some time for me next week?
Suggesting a time Can you make it at 3:00 on Monday? Will 9:00 be alright/okay with you? How about/what do you think of 3:30? Let ' s say about 9 is tomorrow? Anytime before 6 p.m.. Anytime except Monday will be fine/okay/all right with me. I ' m available from 9:00 to 3:00.
Making enquires about flights I have an enquiry about the flights to London on Saturday. Have you got any morning flights on Sunday from Beijing to New York? Is it a non-stop flight? How long will the flight take? What ' s the fare for a one-way/round trip to Shanghai? When does the flight depart/leave? When is the departure/arrival time? Is there a discount for a night flight? Can you put me on the waiting list? What time am I supposed to check in?
Booking tickets I ' d like to book a business class ticket on United Airline Flight 518 to Boston. Can I make a reservation for a morning flight on May 3rd, please? I ' d like to stop over in Chicago if it all right. I ' d prefer first/business/executive/economy class. Could you

book me an aisle/a window seat? Could you make arrangement for vegetarian meals? Confirming and canceling reservations I ' d like to reconfirm my connecting flight reservation. I wonder if I could cancel my reservation with United Airlines to New York on November 16. Sample Dialogue A: Good morning. Can I please have your ticket and passport? How many pieces of luggage would you like to check in? B: Just this one piece. Can I carry on this bag? A: Sure. I ' m sorry. Your luggage is 8 kilos overweight. B: How much should I pay for the excess weight? A: The charge for excess weight is 6 dollars per kilo. B: Guess I don ' t have a choice. A: Here ' s your boarding pass, ticket and passport. Have a good trip, sir.

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