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https://www.100test.com/kao_ti2020/452/2021_2022__E5_95_86_E5_8A_A1_E7_94_B5_E8_c29_452862.htm 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 .

Dialogue B (A : Receiver B : George Richter C : White) A : Hello . ABC Gompany . May I help you ? B : Hello . This is George Richter . May I speak to Mr . Davis ? A : Im sorry but hes in Shanghai on business . B : Do you have any idea when hell be back ? A : Probably sometime tomorrow . B : I have a question about the E-4800 computer . Is there any oneelse who can help me ? A : Of course . Miss White is the export manager . Would you like to speak to her ? B : Yes , please . A : OK . Ill just put you through . B : Hello . This is White speaking . Can I help you ? A : Hello . This is George Richter of Beijing Trading Company . Is it possible to make a change in our order ? The order number is 1518 . C : And what kind of change did you want to make , sir ? B : Well , we ordered twenty E-4800s , but we want to change them to P-6800s . L : Just a moment , please... Oh , Im sorry , but they have already been sent .

Dialogue C (A : Marys father B : Jane) A : Hello . B : Hi . This is Jane . Is Mary there ? A : Im sorry . Mary is out right now . She went shopping with her Mom . B : When will she be back ? A : Im not sure . Why dont you call back later this afternoon ? B : Will it be too late if I call around 10 00 this evening ? A : Thats all right . We dont go to bed early . B : Thank you

. Bye ! A : Good-bye . Words and Expressionstrade vi . 做生意 ; 交易company n . 公司 ; 商号electronics n . 电子学oversea (s) a . 海外的sale n . 出售 , 出卖division n . 分 , 分割 , 分裂urgent a . 紧迫的 , 催促的business n . 商业 ; 营业 ; 商店probably ad . 很可能 ; 或许 , 大概export / vt . 输出 , 把...
...出口order n . 等级 , 序次 , 秩序send vt . 送 , 寄around prep . 在.....周围 , 环绕 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