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https://www.100test.com/kao_ti2020/462/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_462804.htm 日常办公室用语出差

(2) 1. Out of town 出城，旅行，出门 A: I'm going out of town. B: Business trip? A: Yes. A：我要出门。 B：公出？ A：是的。
2. Receipt/invoice 收据/发票 A: Whats the difference between receipt and invoice? B: Invoice means the receipt with paid tax. Receipt has wider meaning than invoice. A：收据和发票的区别是什么？ B：发票是付了税的收据，而收据指的范围比发票更广泛。
3. Rent a car 租车 A: Where can I rent a car? B: The car rental counters are over there. A：我在哪里可以租车啊？ B：租车柜台在那边。
4. Sleeping car 卧铺 A: There is a direct sleeping car from Changchun to Beijing. B: Its so convenient. You save on the hotel as well. A：从长春到北京有一趟直达卧铺。 B：太方便了，连宾馆的钱都省了。
5. Take a plane 坐飞机 A: Are you taking a plane or taking a train? B: Ill fly. It will take two days for the train. A：你要坐飞机去还是坐火车？ B：坐飞机，坐火车得两天。

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