

商务英语口语会刊No.21 PDF转换可能丢失图片或格式，建议
阅读原文

https://www.100test.com/kao_ti2020/462/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_462866.htm 日常办公室用语传真

(1) 1.Company logo 公司标志 A:I need to send a fax. Do you have a cover page with company logo? B:Yes. There is a stack of them by the fax machine. A : 我要发个传真，你有带公司标志的传真扉页吗？ B : 有，传真机旁边有一沓。 2. Completion receipt 传真回执A: How do you know if your fax is sent?B: You can set up the fax machine to print a completion receipt. It will also print an error page if the fax does not go through.A : 怎样才能知道传真已经发出去了？ B : 你可以设定传真机打印一张完成回执，如果传真发送失败的话，传真机也会打印一张发送失败回执。 3.Date, time and number stamp 日期，时间和号码显示A: Whats the importance of the date, time and number stamp printed on the top of the fax?B: Thats the proof of when and from where you receive the fax.A : 在传真上方的日期、时间和序列号为什么那么重要啊？ B : 因为那是你何时何地收到传真的证明。 4.Error message 错误信息A: I got an error message.B: Oh, the memory of the fax machine is full, and there is no paper to print.A : 我收到一个错误信息。 B : 哦，传真机的内存已经满了，而且也没有打印纸了。 5.Error page 错误页 A: Lily, your fax didnt go through. Here is the error page it printed out.B: Thank you. I thought my fax was fine.A : 莉莉，你的传真没发出去，这是打出的一个错误页。 B : 谢谢你，我还以为发出去了呢。 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