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https://www.100test.com/kao_ti2020/462/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_462925.htm 日常办公室用语请假

(2) 1. Late for work 迟到 A: June, I'm sorry to be late, my kid was sick and I had to take her to the hospital. B: You should've called me, we worried about you. A: Sorry about that. A: 朱恩，对不起我迟到了，我的小孩儿病了，我得送她去医院。 B: 你应该给我打个电话，我们都在为你担心。 A: 对不起。 2. Move to a new house 搬新家 A: Betty, we are moving to a new house next month. B: You must be excited, do you need any help? A: No, thank you, we hired a moving company. A: 贝蒂，我们下个月要搬新家了。 B: 心情一定很激动吧，要帮忙吗？ A: 不用了，谢谢，我们雇了搬家公司。 3. Over compensation 加班补偿 A: I don't get paid for overtime. Is there any overtime compensation for that? B: You can discuss with your manager, and take some time off when it is not busy. A: 我加班不加钱，咱们有加班补偿吗？ B: 你可以和你的主管谈，不忙的时候可以补休。 4. Passed away 去世 A: Bob, my dad passed away. B: I'm sorry to hear that. Please accept my condolence. Take time off as necessary. A: Thank you so much. A: 鲍勃，我父亲去世了。 B: 听到这消息我很难过，请接受我的哀悼，如果需要就请假吧。 A: 非常感谢你。 5. Personal day 私人假 A: What is a personal day? B: Personal day is for when you have to take care of things during work time. A: What are the examples? B: For example, if you have to apply for an ID and the government office issuing the ID opens only during your work

hours. A：私人事假是什么意思？B：私人事假是为必须在工作时间办的私人事情设定的。A：能举个例子吗？B：比如，你必须申请身份证，而政府受理身份证的办公时间恰恰是在你工作的时间。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