

电话实用英语：电话用语“非常81”(A) PDF转换可能丢失图片或格式，建议阅读原文

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A. “电话”英译电话telephone, phone, mobile phone(移动电话)等；给什么人打电话telephone/phone/ring/call sb., give a ring/call to sb., make a (telephone / phone) call to sb., ring sb. up等；接听电话have / receive a telephone call, answer the telephone等。 B. “电话问候语”脱口秀拿起电话说Hello/Hi或因时间而定Good morning/afternoon/evening等，接着报上本机号码，以让对方确认是否有误。常用告别语有：See you/Bye/Bye-bye/Goodbye.；告别时也可顺送对亲朋好友的祝愿：Take care. Bye./Look after yourself. Bye./Have a nice (lovely) day. Bye. /Good luck to you (your family). /All the best. /I hope everything goes well. Bye.；受助于人后不忘致谢：Thats very kind of you.或Thank you for your help. Goodbye. /Many thanks. Bye.等。 C. “请问你/您是哪位呀？” ，易学常用 Whos that(speaking / calling)? / Whos speaking? / May I ask whos (that) calling?等。如果有迹象表明对打电话人心有把握，就直来直去Is that Jim (speaking)?。 D. “自报家门”既是礼貌又是常识 This is Kate (speaking). /Kate here. /Its Kate (here).等，此时禁用Im...。 E.闲话少说，“直奔要找之人” May /Can/Could I speak to Mr Long, please?或Id like to speak to Mr Long, please.等，这样不管电话往家还是往办公室打，不管接电话的是谁都适用。 F. “稍等片刻”，常有的事 Hold on, please!/ Would you hold on, please? /Wait a minute, please!/Hold the line, please!/Just hang on a minute, please!/One moment,

please!/Please dont hang up!等。 G. “通知别人接电话”，常这么说 Theres a telephone call / call for you, Miss Green. / Youre wanted on the phone. 等；至于电话中心内容，当然各人自己去作主！ H.暂时找不到接听人，告知对方 Im afraid he/she is not here at the moment.或Sorry, he/she is out at the moment. 或He/She left here a few minutes ago.等，一般不会立该挂上，还可礼节性地建议拨打另一号码或稍后再打：You can get him at 13517960849. 或Please dial 13517960849. 等。更多的时候，会礼节性地问上一声：May I have him/her call back? /Would you like to leave your name and number? 等；出于礼貌，也常主动相助(如是办公室工作人员，更是职责了)：Can I help you?/Would you like to leave a message?/May I take a message? 等，如对方的回答是肯定的，就有必要做好电话记录 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