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阅读原文

https://www.100test.com/kao_ti2020/463/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_463276.htm 日常办公室用语寻求帮助

(1) 1. Apply for an ID card 申请办理身份证 A: How can I apply for an ID card? B: There is a guy in charge of the ID card. His name is Jerry Tang. Give him a call. A : 我怎样申请办理身份证

? B : 负责身份证的人叫做杰瑞唐，给他打个电话。 2. Buy tickets for travel 出差买票 A: How do I buy tickets for my travel? B: After your TA is signed, talk to your secretary. She will buy the tickets for you. A : 我出差的时候该怎样买票啊? B : 等你的出差审批单批准了以后，告诉你秘书就行了，她会帮你买票。

3. Do I have to ... 我必须.....吗? A: Do I have to be at work at 8:00 am? B: If you need to come in late, you can set up flexible work schedule. A : 我必须早上八点上班吗? B : 如果你需要晚来的话，可以定一个弹性的工作时间表。 4. Expense report 报销单

A: How do I submit an expense report? B: Here's the form for expense report. Fill it out and give it to me. I'll get it signed for you. A: Thanks a lot. B: You bet. A : 我怎样做报销单? B : 这有一个报销单的表格，填好交给我就行了，我帮你拿去签字。 A : 太谢谢了。 B : 不用客气。 5. How can I ... 我怎样才能..... A: How

can I report medical expenses? B: I have some report form here. Fill it and submit to the medical insurance company. A : 我应该怎样报销医疗费用呢? B : 我这有几张报告单，填好交给医疗保险公司就行了。 100Test 下载频道开通，各类考试题目直接下载。

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