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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_463277.htm 日常办公室用语寻求帮助 (2)

1. Get an organization chart 要组织机构图 A: Can I get an organization chart? B: Did you get any authorization for this? A: Do I need to? B: No. I was just kidding. Ill get you a copy right away. A: 我能要一张组织机构图吗? B: 你有审批单吗? A: 真的需要审批单吗? B: 不需要, 我逗你玩的, 我这就给你复印一份。

2. Look for an expert 寻找行家 A: Who is the expert on Louts Notes? I want to look for an expert. B: Brain. He can help you with any problems. A: 谁是Louts Notes的行家? 我想找一个行家。 B: 布莱恩, 他能帮你解决任何难题。

3. Where can I find sb.? 知道某人在哪吗? A: Where can I find John? B: John sits in the Executive area by the front entrance. Go there and check with the front desk. A: 知道约翰在哪吗? B: 约翰坐在前门附近的高管区, 去前台问一下吧。

4. Travel Department 差旅部 A: Where is the Travel Department? B: Upstairs by the Mail Room. A: 差旅部在哪里? B: 在楼上收发室旁边。

5. Would you mind ... 你介意..... A: Would you mind my smoking? B: Yes, I would. A: 你介意我吸烟吗? B: 是的。

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