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对话 1 A: Hello. Is this the ABC Company?您好！这里是 ABC 公司吗？ B: Good morning .Yes, this is ABC Company. May I help you ?早上好！是的！这里是 ABC 公司，请问您有什么事？ A: My name is Liufang from Mamp.H 公司的刘放。我想找你们负责进口的人员。 B: I suppose the person you want is Bill Smith of our International Marketing Department .Please wait a minute ,I ' ll put you through.您应该是要找我们国际销售部的 A: Thank you! I will speak to him.谢谢您。我就找他！ B: He is on the line 请通话 A: Nice to speak to you,Mr.Smith.My name is Liufang from Mamp.H 公司的刘放。想要接受本公司的新产品给贵公司，不知道您是否有兴趣？您听说过本公司的挂地毯吗？ C: Yes,I have read about it in a trade journal. It seems like a promising item ,but I have not seen any details about it yet.有，我曾在商业杂志中看过。这项商品似乎蛮有前景的，但是我还没有看到商品的细节介绍。 A: I will send you some brochures,if you are interested.如果你有兴趣的话，我可以寄一些简介产品的小册子。 C: That will be good. Thank you.那很好，谢谢！ A: After you study them ,would I have an opportunity to meet you and discuss various possibilities in the American market?在您了解商品之后，我们能否有机会见面并讨论商品进入美国的市场的可能性？ C: Fine. Let ' s do that and see how it goes.好的！了解之后再定对话 2 A:I would like to make an appointment with you, possibly the latter part

of May. What do you think? 我想与您约在5月底，不知您意下如何？ B: Let me check my calendar. Unfortunately, I have plans to travel around that time. How about the first week of June? 让我查一下行程表。很抱歉，我的行程表中已经安排了出差。6月的第一个星期怎么样？ A: We would like to meet with you on June 2nd. Is that all right with you? 我们希望安排在6月2日。您方便吗？ B: June 2nd is fine with us. Will you come alone? Do you need accommodations of any kind? 6月2日没有问题。请问只有您一位吗？需要相关帮助吗？ A: I will be accompanied by one of my colleagues. Could you kindly send me a map showing how to get there from the airport? And could you be kind to reserve two single rooms for us for the night of June 1st and 2nd? 我和我的同时共两位。您可以提供机场至贵公司的地图吗？除此之外，您能帮温暖订6月1日及2日两间单人房吗？ B: No problem. I will send you a facsimile with a map and confirmation of reservations. Then, let's say you will come to our offices at 10 a.m. on June 2nd, if it is convenient to you 没有问题。我会寄上地图及订房确认单。如果可以的话6月2日上午10点在本公司见面好吗？ A: Yes. Thank you. See you on June 2nd. 可以。谢谢您！6月2日见。 B: See you. 再见 对话3 A: Excuse me, I'd like to make an appointment with Mr. Smith. Can you fit me in on his schedule? 打扰一下，我想和史密斯先生订个约会。他的日程还能给我安排吗？ B: Let me see. Oh, the whole morning is booked up, but he is free this afternoon. Is that all right with you? 给我看一下，整个上午都已经安排满了。但他下午有时间，对您合适吗？ A: Well, I'll have an appointment at that time. Maybe another time would

be better.哪个时间我有约会，也许另约个时间更好些。 B:
How about 10 on Tuesday morning?星期二上午 10 点怎么样？
A: I ' m sorry ,I won ' t be free until 12 on Tuesday .Can I see him
at three in the afternoon that day?对不起。我星期二 12 点之前没有空，可以订在那天的下午 3 点吗？ B: Let me see.....No
problem 3 p.m. Tuesday then,我来看一下，没有问题，那就星期二下午 3 点吧。 A: Ok. Thank you.好的，谢谢你！ 100Test
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