

商务英语热门话题：约会安排A ointment(二) PDF转换可能丢失图片或格式，建议阅读原文

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afternoon .My name ' s Zhengli from ABC Company in China

.May I speak to Mr.Smith?下午好！我是中国 ABC 公司的郑丽，我能和史密斯通话吗？ B: One moment please. I ' ll transfer you.

请稍等。我将为您转接。 A: Good afternoon Mr. Simith. We have just arrived at the Hilton Hotel. I just called to confirm our

appointment at 10 a.m. tomorrow.下午好，史密斯先生。我们刚刚到达希尔饭店。我打电话来确认明天上午 10 点的约会。 C:

Sure, I ' ll be expecting to see you at 10 a.m. tomorrow in my office 没问题，明天上午 10 点我在办公室等您。对话 5 A: Hello.

Mr.Li. It ' s Mary.您好，李先生。我是玛丽。 B: Yes,Mary?玛丽，什么事？ A: I ' m afraid we ' re really staffed this week, Mr.Li. I

' d like to meet you, but I ' m sorry I really can ' t恐怕这个星期我们的确没有人手，李先生，我其实很想见您，可是却没有时间了。 B: Are you telling me you ' re not going to meet with me?

您的意思不打算见我了吗？ A: Not at all, sir. I ' d just like to delay our meeting to next week, I ' ll have time at the beginning of next week.绝对不是。李先生，我只是想推迟大下周，下周初我不怎么忙。 B: Well, I don ' t like it, but I guess I don ' t have

any choice.好吧！虽然不愿意这样，不过我想也别无选择了。 A: How about Moday morning at 9 a.m.?星期一上午 9 点怎么样？

好的！到时我去您办公室。 B: OK,I ' ll go to your office at that time. 对话 6A: Good morning, Textile Import & Export

Company.早上好！纺织品进出口公司。 B: Hello,this is jack. I ' m calling about the appointment with Mr.Zhang for this afternoon. Something ' s just come up ,I ' m afraid the appointment will have to be rescheduled. I ' m very sorry about the change.您好，我是杰克。是关于和张先生今天下午会面是事。发生一件意想不到的事，恐怕约会不得不改期了，很抱歉。 A: That ' s all right. Maybe we can make another arrangement.没关系。也许我们再安排另一个时间会面。 B: You ' re very kind to say so. Thank you. Do you think tomorrow morning would suit him?非常感谢。您觉得明天上午对他合适吗？ A: I ' m afraid there ' s a bit of a problem. In fact ,he ' s booked up the whole week except tomorrow afternoon.明天上午可能有点问题。事实上，除了明天下午之外，他这一周的其余时间都很忙。 B: Tomorrow afternoon? U.M., you see ,I ' ve made an appointment with Mr.Green for tomorrow afternoon. In torder to meet Mr. Zhang, I ' ll have to cancel the appointment with Mr.Green, I ' m afraid.明天下午？恩。。。我已经和格林先生约好了，为了和张先生见面，恐怕我只好取消和格林先生的约会了。 A: I ' m terribly sorry,Sir, but Mr.Zhang is really busy this week.十分抱歉，先生。但是张先生这周确实太忙了。 B: I understand. When do you think I can come and see him tomorrow afternoon?我理解。您认为我明天下午什么时间可以来见他？ A: Please let me check .....Tomorrow afternoon....Yes, he ' ll be free from 2:00 on tomorrow afternoon .do you think it ' s convenient for you? 我来查一查。明天下午他从两点开始有时间，您认为这个时间对您方便吗？ B : Yes , that ' s quite all right for me好吧。这个时

间对我很合适。 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](http://www.100test.com)