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阅读原文

https://www.100test.com/kao_ti2020/496/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_496767.htm 业务职能总经理办公室（1）

1.Appointment 约会，约见 A: Do you have an appointment with Mr.Liu? B: I have an appointment with him at one oclock.A：您和刘先生约时间了吗？B：我和他约在一点钟见面。 2.Fund 成立A: Our company was founded in 1960.B: That was long time ago.A：我们公司成立于1960年。B：历史蛮悠久的。 3.Headquarters 总部A: The headquarters of our company is in New York.B: I see. So this is your branch office.A：我们公司的总部在纽约。B：我知道了，这是你们的分公司。 4.Health check 体检A: How often do you do a health check?B: Once a year.A：你们多久做一次体检？B：每年一次。 5.Book a hotel for visitors 为来宾订酒店A: Yvonne, Mike is coming this Sunday to Changchun.B: Do I need to book a hotel for him?A: Yes, please.B: Is Shangrila okay?A: Fine. If there is no room here, book him at Maxcourt.B: Okay. Ill let you know once its confirmed.A：伊冯，迈克这个周日来长春。B：我需要为他预订酒店吗？A：是的。B：订香格里拉可以吗？A：可以，如果没有空房就订在吉隆坡。B：好的，我订好之后通知你。 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