

办公室英语口语第74期:Orderingstationery PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/498/2021\\_2022\\_\\_E5\\_8A\\_9E\\_E5\\_85\\_AC\\_E5\\_AE\\_A4\\_E8\\_c96\\_498962.htm](https://www.100test.com/kao_ti2020/498/2021_2022__E5_8A_9E_E5_85_AC_E5_AE_A4_E8_c96_498962.htm) Ordering stationeryA:

Hi. Is this supply?B: Yeah. This is supply. What can I do for you?A:

This is Rachel in Human Resources. I need two boxes of company letterhead, one box of ball-point pens, and a box of envelopes.B: All

right. No problem. What ' s your extension?订办公用品A：嗨，

是总务处吗？B：是的。能为你做什么吗？A：我是人力资源部的瑞茜儿。我需要两盒公司信笺，一盒圆珠笔和一盒信封

。B：好，没问题。你的分机号是多少？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)