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bossA: Good morning, Mr. Winthrop. This is Sally Parker, Mr. Emory ' s secretary. Mr. Emory has asked me to set up a meeting with you.B: Certainly, Miss Parker, Let me get my book. My secretary ' s out and I can ' t keep anything straight!A: I understand. Would you like me to call you back?B: No That ' s all right. How about the 30th at 4:00 p.m.? Is an hour enough?为老板做安排A : 早上好，温斯罗普先生。我是莎得帕克，埃莫里先生的秘书。埃莫里先生让我与您约定一个会晤。B : 没问题，帕克女士。等我拿一下记事簿。我的秘书出去了，我一切都乱了。A : 我能理解。您需要让我待会儿再打来吗？B : 不用了，这就行。30号下午4点怎么样？一个小时够吗？ 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