

电话应答必掌握的15种商务英语（一）PDF转换可能丢失图片或格式，建议阅读原文

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情况一：打电话的人找的是你自己 Is Daisy there? (Daisy 在吗?) This is she. 我就是。(注：男的用 This is he.) You're speaking/talking to her. 你正在跟她说话。(注：男的用 You 're speaking/talking to him.)

This is Daisy. 我就是 Daisy. That's me. 我就是。情况二：打电话的人要找的人不在 May I speak to Mr. Gates? (请问 Gates 先生在吗?) He's not here right now. 他现在不在这里。 He's out. 他出去了。 He's in a meeting right now. 他现在正在开会。 You've just missed him. 你刚好错过他了。 He's just stepped out. 他刚好出去了。

情况三：打电话的人要找的人不在，问对方是否要留言 Can I talk to Mark? (我可以跟 Mark 讲话吗?) He's out on his lunch break right now. Would you like to leave a message? 他出去吃午饭了，你要留言吗? He's not available right now. Can I take a message? 他不在，我可以帮你传话吗?

情况四：打电话的人问他要找的人何时回来 Do you know when he will be back? 你知道他什么时候会回来吗? I'm sorry. I don't know. 抱歉，我不知道。 I have no idea. 我不知道。 He should be back in 20 minutes. 他应该二十分钟内会回来。

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