

电话实用英语：教你如何留言 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/500/2021_2022__E7_94_B5_E8_AF_9D_E5_AE_9E_E7_c96_500595.htm 1 . I ' m sorry , but he

' s on another line now . 不起，他在接另一。 2 . Would you care to hold ? 您要稍等一下？ 3 . Could you take a message , please ? 能不能我留下？ 4 . I ' ll give him the message . 我告他。

5 . Anything else ? 有其他事？ 6 . That ' s all . Thank you for trouble taken . 就些，感你的耐心。 7 . I ' m sorry , but he is out of the office right now . 很抱歉，他在不在公室。 8

. When will he be back ? 他什候回？ 9 . I wonder if you could give Mr. . Wang a message for me ? 你能不能王先生口信？ 10

. Just a minute . I ' ll get a pen . 等一下，我拿支。 11 . I ' ll let him know , Mr. . Brown . 我告他的，布朗先生。 12 . No

. I really need to talk to him personally . 不，我真的需要自跟他。 13 . Would you like to leave a message on his voice mail , then

? 那您要不要留在他的音信箱？ 14 . Hold on and I ' ll transfer you . 稍候，我您去。 15 . I ' m not available to take your call

, but please your name , number and a brief message . 我在不能接您的，但您留下您的姓名、和短留言。 16 . I ' ll get back to you as soon as possible . 我快回您。 17 . Please call me at

556-3243 when you get back . 你回打556-3243找我。 Dialogue A (A : Jan Wise B : Receiver) A : Hello . Can I speak to Mr. . Clark

? B : May I have your name , Please ? A : This is Jan Wise speaking . B : Hold on , please...I ' m sorry , but he ' s on

another line now . Would you care to hold ? A : Well , I need to

leave in a minute . Could you take a message , Please ? B
: Certainly . A : It ' s a little complicated... I ' m Mr. . Clark ' s
former classmate . B : OK . A : I was supposed to meet Mr
. Clark for lunch at 12 30 at Ernie restaurant with a friend of us
, Miss White... B : Ernie...Miss WhiteOK... A : But Miss White
' s flight arrived late , and I need to pick her up at the airport now
... B : AirportOK... A : So please tell him that the time is changed
to 1 00... B : One o ' clock... A : And I hear that Miss White
likes to eat Chinese food recently , so I want to meet at Beijing
restaurant instead of Ernie ' s . By the way , please tell him not to
book the table , I have done it al-ready . B : Beijing restaurant...
Chinese foodOK , Miss Wise , I ' ll give him the message
. Anything else ? A : That ' s all . Thank you for trouble taken
. Good-bye . B : Good-bye Dialogue B (A : Jim Brown B
: Receiver) A : Hello . This is Jim Brown of the Export
Department . May I speak to Mr. . Wang ? B : I ' m sorry , but
he is out of the office right now . A : When will he be back ? B
: He should be back at any moment . A : I wonder if you could
give Mr. . Wang a message for me ? B : Yes , certainly . Just a
minute . I ' ll get a pen . (Pause)Okay , please carry on . A
: There will be a very urgent meeting at three o ' clock and I would
like Mr. . Wang to attend it . B : Okay , an urgent meeting
...three o ' clock...May I ask what it ' s regarding ? A : Yes . It
' s regarding the foreign exchange market and our sales strategy this
year . B : Shall I tell Mr. . Wang to prepare any material ? A : Yes
, thank you . B : I ' ll let him know , Mr. . Brown . A : Thank

you very much . Bye . B : Bye . Dialogue C (A : Mary B
: Receiver C : John ' s voice) A : Hello . Is John in ? B : No
, can I take a message ? A : No . I really need to talk to him
personally . B : Would you like to leave a message on his voice
mail , then ? A : Yes . Thank you . B : Hold on and I ' ll
transfer you . (Pause) C : Hi , this is John . I ' m not available to
take your call , but please leave your name , number and a brief
message . I ' ll get back to you as soon as possible . A : Hi , John
. It ' s Mary and I really need to talk to you . I won ' t be able to
go to the party with you . Please call me at 556-3243 when you get
back .

Words and Expressions

complicate vt . 使 ; 使麻 former a . 以前的 ; 前者
suppose vt . ; 猜想 ; 假定 , 以 restaurant n . 店 ,
flight n . 行 , 翔 , 航班 change v . 改 , 化 ; 更 , 交
recently a . 近的 ; 最近的 , 目前的 instead ad . 代替 , 替
book n . , 籍 , v . 定 , 定 trouble n . ; 苦 ; 困境 ; 麻
department n . 部 ; (大等的)系 export vt . 出 ; 把.....出口
attend v . 出席 , 照 regard v . 考 , , 把.....看作是
exchange v . 交 ; , ; 交流 market n . (交易)市 ; (集)市
sale n . 出售 , 出 ; , 大 strategy n . 略 , 策略
material n . 材料 ; 原料 ; 料 personally a . 自的 ; 就人而言
voice mail 音信箱 transfer v . 移 ; ; ; brief a . 略的 , 短的

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