

商务英语情景口语100主题003 PDF转换可能丢失图片或格式
， 建议阅读原文

https://www.100test.com/kao_ti2020/501/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_501546.htm Dialogue

oneM:Hello,Here Berton speaking,what can I do for

you?F:Hello,Mr Berton,this is Jenny Jenkins of bradford and sons
returning your call,I ' m sorry you missed me when you called my

office this morning,my sacretary said you called concerning our
meeting next Tuesday?M:Yes Ms Jenkins,thank you for returning my

call,I ' m glad to finally get hold of you.F:I want to let you know I

would not be able to make a meeting next Tuesday,I would be
another town that day,is there any possibility we can move the

meeting to Monday?M:I ' m afraid I completely booked on

Monday,what it would be Possible to postpone until you

return?F:Oh,dear,I was carrying on taking care of our meeting before

I leave,but I suppose I can shut off somethings,yes,we can arrange

something,I will back Thursday morning,what about Thursday

afternoon,would that work for you?M:That should be fine,shall we

say about two o ' clock? F:Perfect,I look forward to seeing you at

two o ' clock next Thursday afternoon,if you need to change the

time,pls feel free to call me on myself phone.M:Thanks Burdon,I ' ll

see you on Thursday.Dialogue twoF:HelloM:Hello,is Doras

available?F:This is Doras,who is calling please?M:Hi,Doras,this is

Mike calling from parker ' s dentistry,I ' m calling to confirm your
appointment for tomorrow morning at area with doctor

parker.F:Oh,I almost forgot,thank you for calling to remind

me,actually,I do need to change the time of my appointmentI have a schedule conflict,and I can ' t make it that early.M:If I put you in that later sport,would that work out?F:It would have to be after lunch,do you have anything available about 2 o ' clock?M:Sorry,the only opening we have after lunch is 1:15,but I might be able to work until at 4:00,would that be a better time? F:That ' s all right。 I think we should make it at 1:15,can you put me down for that time a lot?M:No problem,I have your appointment changed to tomorrow morning to tomorrow afternoon at 1:15F:Wonderful,thanks very much。 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