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https://www.100test.com/kao_ti2020/501/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_501549.htm Dialogue one M: Can you have the briefs from the Anderson firms lawyer on my desk by tomorrow morning. There are quite a few very time sensitive matters with this case. Im afraid I cant wait any longer. F: Getting those Andersons briefs has been harder than you can imagine. I have to try to contact their lawyer many times, but every time I call his secretary says he ' s in a meeting or out of the office or away on business. I am beginning to think he is trying to avoid me. M: Thats highly possible. He knows if we miss our filing deadline, we don ' t stand a chance to compete against them for the bid. Try to get a hold of him again. Give him a call and see if he can fax them first thing. F: What if I cant speak to him directly? M: Ask his secretary to fax them. Its the same thing. Have them faxed over with a copy also faxed to Martin ' s office. F: How do I find Martin ' s fax number? Is he in your rollerdesk? M: No, but you can also call their office and ask the secretary to give you their fax number. I ' ll email you their office number later today. F: Ok, Ill get on it first thing. M: Be sure you do, I need those briefs ASAP Dialogue two M: Did you put this mornings faxes on my desk? Im waiting for some urgent faxes from headquarters, Im pretty sure they came in last night. F: Evething came in the office fax machine last night is all on your desk, but I noticed that some of faxes came through pretty blurred, maybe you take a look at them, if the copy is unreadable, Ill call then and ask them to

refax. M: Yeah, you're going to have to call them and get them to be refaxed, these copies are so dark, I can't make out the meaning of the words. F: What about that one? M: This one? This one is so light and I can't read it, how can I be? F: You know I think the fax machine is out of toner, I can change the toner condition, that should solve the problem. M: Yes, but this would have to be refaxed well, and look there's about 3 pages missing, it looks like the fax machine ate half my important faxes, and ones that were thrown away are so blurred or too light and unreadable. F: I guess the fax machine is out of paper too, don't worry, I'll have someone look at it this afternoon, and the meantime, I'll have your documents refaxed to our other fax machine.

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