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[https://www.100test.com/kao\\_ti2020/501/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_501757.htm](https://www.100test.com/kao_ti2020/501/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_501757.htm) Dialogue 1A:I have been waiting here in the conference room for ten minutes already, what time is the meeting start? where is anyone anyway?B:Didnt you hear about that, our meeting was postponed until Friday.A: What? the meeting was postponed? No one told me anything about it.B: Did you get the memo?A: What memo? They havnt any memo this whole week, I check my inbox every day.And I havnt seen anything.B: The memo went out 3 days ago. It should have made to your inbox, but maybe lost in all collectors on your desk.A: You know how things get pilot about my desk when Im busy. I know sometimes I do many please things,but I always read all the memos go arround, they go directly to my inbox. Are you sure were send to whole office?B: It should have got arround to every body, they also post a copy of the memo in the break room. Dont you ever look at meassages post on the bulletin board? A: Im usually too busy to take a bunch of cofee break by the watercooler, Anyway, Im sure the memo never get to my inbox, Ill have to talk our secretary about it.B. Thats right, You will never know what your missing out of it if you dont read the memos.Dialogue 2A: Ms. Dorsen, I need to take a dictation for me.B: Yes, sir.A: They should go out intra office memorandum to all employee by this afternoon, are you ready?B: Yes, sir, Go ahead.A: Attention all staff:effective immediately, all office communication are restricted to email correspondance as

official memos, the use of instance message program by employee during work hour are strictly prohibited.B: Sir, Does this apply to intra office communication only or relate also restrict external communications?A: It should apply to all communications. Not only in this office between employees, but also any outside communciations.B: But sir, many employees use instance messaging to communcate with clients.A: This were just have to change the communication methods, I dont want any one use instance messaging in this office, it waste too much time. Now, please, continue the memos. Where were we?B: This apply to internal and external communications.A: Yes, any employee who persist using instance messaging, will first recieve a warning, and placed on prohibition, and the second sense, the employment will be termination. Any question regarding this new policy maybe dirctly to the department of his.B: Is that all?A: Yes, please give this memo type out and distribute to all employees before 4:00 PM. 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](http://www.100test.com)