

办公室英语口语：Askingaboutsomeoldfiles PDF转换可能丢失  
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[https://www.100test.com/kao\\_ti2020/503/2021\\_2022\\_\\_E5\\_8A\\_9E\\_E5\\_85\\_AC\\_E5\\_AE\\_A4\\_E8\\_c85\\_503533.htm](https://www.100test.com/kao_ti2020/503/2021_2022__E5_8A_9E_E5_85_AC_E5_AE_A4_E8_c85_503533.htm) Asking about some old files  
A: Hi, John? It ' s Susan Miller. B: Hi, Susan. What ' s up?  
A: Do you know where that memo about office procedures is? I want to give my secretary a copy.B: I ' m sorry. I have no idea. I haven ' t seen that for ages.  
寻找旧文件 A：你好，约翰？我是苏珊米勒。 B：嗨，苏珊。什么事？ A：你知道办公室规程的备忘录在哪吗？我要给我的秘书一份。 B：对不起，我不知道。我已经好久没见过那东西了。 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)