

办公室英语口语：Calling your boss from outside PDF转换可能丢失图片或格式，建议阅读原文

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A: Good morning, Mr. Johnson ' s office. Cindy speaking.
B: Hi, Cindy. It ' s Michael Kurt. Is Mr. Johnson in?
A: No, I ' m sorry, Mr. Kurt. He ' s stepped out for a bit. Would you like me to have him call you?
B: Yeah, that ' ll be great. I ' m on extension 4283.
给老板打电话 A：早上好，约翰逊先生办公室。我是辛蒂。
B：嗨，辛蒂。我是麦克尔克特。约翰逊先生在吗？
A：没在，对不起，克特先生。他出去一会儿。要我让他给您回电话吗？
B：好，这样最好。我的分机是4283。
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