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1 . Hello , is this 4474716 ? 喂 , 是4474716号吗 ? 2 . Id like to speak to Mr . Wang . 我想和王先生讲话。 3 . Im sorry . Mr . Wang is out right now . 对不起 , 王先生现在不在。 4 . May I know when hell be back ? 您能告诉我他什么时候回来吗 ? 5 . This is his wife speaking . 我是他的妻子。 6 . Can I take a message for him ? 要我转告吗 ? 7 . May I have your name , please ? 请问您是谁 ? 8 . Is he available ? 他能接电话吗 ? 9 . Ill just find out for you . 我给您看看他在不在 ? 10 . Hello , are you still there ? 喂 , 您没挂断吧 ? 11 . Who is that speaking ? 请问您是谁 ? 12 . Im so sorry that I made such an early phone call . 对不起我这么早打电话。 13 . Who do you wish to talk to ? 您要找谁呀 ? 14 . Is Sue James in ? 休詹姆斯在吗 ? 15 . Hello ! Is Sue there ? 喂 ! 是休吗 ? 16 . Yes , speaking . 是的 , 我就是。 Dialogue A A : Hello ? B : Hello . is this 4474716 ? Id like to speak to Mr . Wang , please ? A : Im sorry . Mr . Wang is out right now . B : May I know when hell be back ? A : I dont know , but he will certainly be back for lunch . This is his wife speaking . Can I take a message for him ? B : Thank you , Mrs . Wang . Please tell him to be at the airport one hour before tomorrow afternoon . A : Very good . Ill let him know as soon as he comes back . But , may I have your name , please ? B : This is Lin Ming . Thank you . Bye . A : Good-bye . Dialogue B A : Good morning . B : Good

morning . This is Li Gang here Im calling from New York in
America . A : How can I help you ? B : Im trying to get hold of
Mr . Chen . Is he available ? A : Ill just find out for you , sir...
Hello , are you still there ? Unfortunately , Mr . Chen is not
available at the moment . Would you like me to put you through to
Mr . Li ? B : Yes , please . Thats very kind of you . A : Youre
welcome . Dialogue C (A : Jane B : Mary C : Sue) A : Hello
! B : Hello ! Good morning . Who is that speaking ? A : Its
Jane . Im so sorry that I made such an early phone call . B : Its
nothing . Who do you wish to talk to ? A : Is Sue James in ? B
: Sue ! Jane wants you on the phone . A : Hello ! Is Sue there ?
C : Yes , speaking . A : Oh , sorry , Im afraid I wont attend the
meeting this morning . Last night I had a sore throat and I started
getting hot . C : Do you have a temperature ? Have you taken it ?
A : No , havent yet . C : Dont worry about the meeting . Youd
better go to see a doctor . I wish you will soon be well . A : Thank
you , Sue . Bye . B : Bye .

Words and Expressions available a .
可得到的 , 可达到的 airport n . 机场 , 航空站 New York n .
纽约 unfortunately ad . 不幸地 , 遗憾地 welcome a . 受欢迎的
attend vt . 出席 , 参加 sore a . 痛的 , 疼痛发炎的 throat n . 咽
喉 , 喉咙 America n . 美国 see a doctor 看医生 , 就诊 put
through (电话用语) 把.....接通"#F8F8F8" 100Test 下载频道
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