

商务师业务外语辅导：英语打电话的几种说法商务师考试

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[5\\_8A\\_A1\\_E5\\_B8\\_88\\_E4\\_c29\\_515931.htm](https://www.100test.com/kao_ti2020/515/2021_2022__E5_95_86_E5_8A_A1_E5_B8_88_E4_c29_515931.htm) 1、打公用电话：1. I

' m calling from a public phone, so I ' ll call her again. 2. I ' m not at home now, so I ' ll call her around three o ' clock again. 3. May I use your phone? 4. Would you mind if I use your phone? 5. How do I get an outside line? 翻译&解析 1. 抱歉我打错电话了。（打错电话通常用：have the wrong number 表示） 2. 这里是02-2718-5398吗？ 3. 很抱歉打扰你了。 4. 很抱歉。我想我一定是打错电话了。 5. 我可以核对一下电话号码吗？是不是2211-3344？ 解析： 1. 区域号码是 area code 2. 电话号码的念法：02-2211-3224念成：area code zero-two,

two-two-one-one-three-two-two-four.\* 0 可念成 oh 或 zero\* 22 可念成 two-two 或 double two 3、抱歉这么晚打来的说法：1. I

' m sorry to call you so late. 对不起这么晚打电话来。 2. I hope I didn ' t catch you at a bad time. 抱歉这种时候找你。（含有希望没有打扰到你的意思） 3. I hope I didn ' t wake you up so early. 我希望这么早没有吵到你。 4. I ' m sorry to call you so early. 对不起这么早打电话来。 5. I ' m sorry to bother you at this hour. 很抱歉在这时打扰你。 4、有急事时的表达方法：1. It ' s urgent. Could I have her mobilephone number? 我有急事，可不可以告诉我她的手机号码？ 2. Could you tell me where I can reach her? 能不能告诉我哪里可以找到她？ 3. This is an emergency. I need to get in contact with him right now. 能不能告诉我哪里可以找到他。 5、若对方不在的说法：1. It ' s

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nothing important. 没什么重要事。 2. It ' s nothing urgent. Thank you ,good-bye. 没什么要紧事 , 谢谢您 , 再见。 3. I ' ll call her again. 我会再打给她。 4. I ' ll call back later. 我稍后会再打来。 5. Please ask Miss Chen to call me back. 请陈小姐给我回电话。 6. Could you tell her to call Carol as soon as possible? 能不能请她尽快打电话给卡洛 ? 7. Ask her to call Carol at home after seven, please. 麻烦她在七点后打电话到卡洛家。 8. Can I leave a message? 我可以留言吗 ? 9. Please have her return my call. 请她回电话给我。 10. Could you ask him to to call me back? 可以请他给我回电话吗 ? 11. Please tell her Carol called. 请告诉她卡洛找她。 12. Let me call back later again. Thank you. 我稍后再打电话来。 谢谢你。 13. Please tell him to phone 2233-4455. 请他给2233-4455回电话。

6、电话答录机: 1 This is a recording. I ' m not at home now. Please leave a message after the beep. Thank you. 这是电话答录机。我现在不在家 , 请在"哔"的一声之后开始留言。谢谢 ! (\*: 电话答录机 是 telephone answering machine)

2 This is Carol. Pleae give me a call when you are free. My number is 2244-6688. 我是卡洛。有空请回电话给我。我的号码是2244-6688. 对电话答录机留话时与一般留言无异 , 说出以下重点即可 : 1. 来电者姓名 2. 来电时间 3. 来电目的 4. 联络电话或方式

7、订购商品及询问 : 1. I ' d like to place an order for your party dress from your catalog. 2. May I order some flowers? 3. How can I pay for this item? 4. I ' d like to buy the car on your TV commercial. 5. Please send me your catalogue. 6. Do you have any life Menu Magazine tenin stock? 7. How long will it arrive? 8. The Product you sent to me is not what I ordered. 9. I ' m calling about

an order I placed a month ago. It hasn't arrived yet. 翻译&解析  
析 1.我想要订你们目录上的晚礼服。 2.我可以订些花吗？ 3.我要怎么付款？ 4.我想要买你们电视广告上的汽车。 5.请寄目录给我。 6.你们第十期的“生活菜单”还有存货吗？ 7.需要多久才会送到呢？ 8.你们送来的产品不是我订的东西。 9.我打电话是因为一个月前我订的东西。产品到现在都还没到。

解析： 1. 现在电话或网络订购在国内也很流行，即使是人在国内你也可以订购外国目录上的产品。但在打电话前一定要先记下商品的型号及尺寸，以节省通话时间。 2. commercial 有(电视、广播中的)商业广告之意，也可说成commercial film, 简称为c.f.。而advertisement则指(平面的)广告，简称为ad. advertisement mail 是广告邮件； advertisement column是广告栏，这些都是很常用到的。 3. place 有开出订单之意。ie: to place an order with sb. (和某人订订单) 8、道谢接受别人的礼物或招待后，打电话道谢为最起码的礼貌之一： 1. Thank you for the present. It's just what I wanted. 2. Thank you so much for the homemade cake. 3. I don't know how to thank you for such a beautiful flower. 4. I received your gift. Thank you for the lovely bracelet. 翻译： 1. 谢谢你的礼物，这正是我想要的。 2. 非常谢谢你作的蛋糕。 3. 真不知道要如何谢谢你，这么漂亮的花。 4. 我收到你的礼物了。谢谢你可爱的手镯。 当在回答他人的致谢时，可以说下面的句子，都有别客气的意思： 1. You're welcome. 别客气。 2. Not at all. 这没什么。 3. It's my pleasure. 这是我的荣幸。 4. Don't mention it. 别放在心上。 5. That's all right. 这没什么。 6. No trouble at all. 一点也不麻烦。 7. I'm glad you enjoyed it. 真高兴你觉得满意。 9、听不清

楚：1. Sorry, I didn't catch you.对不起，我听不懂你说的。2. Sorry, I didn't understand.抱歉，我听不懂。3. Sorry, I didn't get what you said.对不起，我没听懂你说的话。4. I can't hear you very well.我听不太清楚。5. I can barely hear you.我几乎听不到你说的。6. I'm having trouble hearing you.我听不清楚。7. We have a bad connection.通讯效果不太好。8. I can't catch what you are saying.我听不太清楚你说的话。发生上面的情况，你可以请对方在重复一遍，你可以说：1. Pardon?请再说一遍好吗？2. Excuse me?请再说一遍？上列两句都是对不起之意，但用在会话上，如果后面没有接说明，并且语尾上扬，就是要对方再说一次。听到这句话时就要知道对方要自己再说一遍。3. I beg your pardon?能请你再说一遍吗？（此句有请求对方原谅及再说一次的意思）4. Could you repeat that, please?能请你再说一遍吗？5. Would you say that again?你能再说一遍吗？10、请对方说慢点的说法：1. Would you speak more slowly?你能再说慢一点吗？2. Could you speak up a little?你能在大声一点吗？（speak up 大声说=speak out）3. Would you speak more clearly?你能再说清楚一点吗？4. Would you explain more for me?可以为我解释一遍吗？5. Please speak a little louder.请讲大声一点。6. Would you slow down, please?请说慢一点好吗？11、工作活用篇帮忙转分机：1. may i have extension two-one-one? 2. can i have extension two-one-one, please? 3. may i speak to david, extension two-one-one? 4. extension two-one-one, please. 5. please connect me with extension two-one-one. 6. could you put me through to the personnel department, please? 翻译：通常句子都是越长越礼貌，太简短

会让人有鲁莽的感觉。 1. 能帮我转分机211？ 2. 能帮我转分机211吗？ 3. 我可以找211分机的大卫吗？ 4. 请转211。 5. 请帮我转分机211。 6. 请帮我接人事部好吗？ "#F8F8F8" 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)