

商务英语口试指导：寻求帮助商务英语考试 PDF转换可能丢失图片或格式，建议阅读原文

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1. Apply for an ID card

申请办理身份证 A: How can I apply for an ID card? B: There is a guy in charge of the ID card. His name is Jerry Tang. Give him a call.

A：我怎样申请办理身份证？ B：负责身份证的人叫做杰瑞唐，给他打个电话。

2. Buy tickets for travel 出差买票 A: How do I buy tickets for my travel? B: After your TA is signed, talk to your secretary. She will buy the tickets for you.

A：我出差的时候该怎样买票啊？ B：等你的出差审批单批准了以后，告诉你秘书就行了，她会帮你买票。

3. Do I have to ... 我必须.....吗？ A:

Do I have to be at work at 8:00 am? B: If you need to come in late, you can set up flexible work schedule.

A：我必须早上八点上班吗？ B：如果你需要晚来的话，可以定一个弹性的工作时间表。

4. Expense report 报销单 A: How do I submit an expense report? B: Here ' s the form for expense report. Fill it out and give it to me. I ' ll get it signed for you.

A: Thanks a lot. B: You bet. A：我怎样做报销单？ B：这有一个报销单的表格，填好交给我就行了，我帮你拿去签字。

A：太谢谢了。 B：不用客气。

5. How can I ... 我怎样才能..... A: How can I report medical expenses? B: I have some report form here. Fill it and submit to the medical insurance company.

A：我应该怎样报销医疗费用呢？

B：我这有几张报告单，填好交给医疗保险公司就行了。

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