

口语实战演练：如何转接客户来电(4)实用英语考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/565/2021_2022__E5_8F_A3_E8_AF_AD_E5_AE_9E_E6_c96_565736.htm A: Good morning.

NTT Co... 早上好，NTT公司。 B: Hello. May I speak to Mr. Ira Black, head of the Export Section, please? 你好，可以和出口部负责人Ira Black先生通话吗？

A: I ' m sorry. Mr. Black has just gone out. May I ask who ' s calling? 对不起，Black先生刚出去。可以问一下您是哪位吗？

B: This is John Carter from Ace Consultant. Would you please tell me when I could get a hold of him? 我是Ace咨询公司的John Carter. 请你告诉我什么时候能找到他。

A: I really have no idea when Mr. Black could be available in the office. Could you call back later or would you mind leaving a message? 我真的一点都不知道Black先生什么时候会在办公室。您可以过一会儿再打来或者给他留言吗？

B: I think it ' s better for me to leave a message. But it ' s important and urgent. Please make sure he gets this message. 我觉得还是留下一个口信比较好。不过这件事很要紧，请一定将留言传达给他。

A: I see. I ' m sure to pass your messages to Mr. Black. 明白了，我一定把您的留言传达给Black先生。

B: Good. Would you mind telling him that due to some sudden changes, do not fill out any orders for NNC Corporation until further notice? It ' s very important. I ' ll explain later. 那就好，你可以告诉他，由于意外变化，在进一步通知之前，请勿给NNC公司发货。事关重大，稍后我会做出解释。

A: Okay, let me repeat your message to see if I ' ve got it all. 行。我重复一遍留言，看看是否记全了。

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