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刚来美国最怕接电话了, 每次接到电话都不知道对方在讲什么. 有时用录音机记录下来, 结果听到第七八遍才完全了解对方在说什么. 提供一点电话英语给大家参考. 不同于坊间一般的书籍, 我收集的内容都是非常简单而且实用的用法. 这些也是美国人讲电话时最常用到的一些句子. 别人的问题自己的回答打电话进来: Is Yang there? (最常用) Is Yang around? (次常用) Hello, May I speak to Yang please? Hello, Can I talk to Yang please? 如果正是本人: This is he. (男的) This is she.(女的) This is Kun-Lin (你的名字) Speaking. You are speaking to him (her) You are talking to him. 如果是别人: Hold on. (最常见) Ill get him, Hold on please. Hold on, let me see if he is here. One moment please. 如果他正好不在: No, He is out. (最常见) No, He is not here. May I take a message? No, He is not in.. No, He is not available. No, He just went out, he will be back in 30 minutes. 如果他要找的人不在 Do you know when he will be back? Do you know where he is going? Do you know where I can reach him? Do you know his office number? (or work place number) 自己的回答 No, I am sorry, I dont know! (50%) I have no idea (49%) Yes, his number is 404-123-4567 如果要留言 May I leave a message? 自己的回答 Sure, go ahead. Hold on, let me get a pencil and paper. 打错电话 Is this Wachovia Bank? 自己的回答 No, I am afraid you have the wrong number. What number did you dial? What number are you calling? 结束对话 Thank you, have a

good day.听不清楚时 Pardon? Excuse me? I am sorry? Say again?
Say what? Come again? 附记: 老美曾纠正过我, 不要只说, No, I
dont know. 这样听来是不礼貌的, 最好是说, No, I am sorry, I
dont know. 100Test 下载频道开通, 各类考试题目直接下载。
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