

外销员外贸外语辅导：等候与回电外销员考试 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E5\\_A4\\_96\\_E9\\_94\\_80\\_E5\\_91\\_98\\_E5\\_c28\\_645582.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645582.htm) 1 . Yes . You have the right number . 是的，您打对了。 2 . Please connect me with Mr . Lee . 请帮我接李先生。 3 . Who is calling , please ? 请问您是哪一位？ 4 . Are you still on the line ? 你没挂断吧？ 5 . Im sorry , but he has a visitor right now . 对不起，他现在有客人。 6 . Could you hold a little longer ? 请再多等一会儿。 7 . Or shall I put you through to his secretary ? 或者我给您接到他的秘书那儿，好吗？ 8 . Shall I tell him you called ? 我告诉他您来过电话，好吗？ 9 . Well , actually , Id rather call back later . 我还是迟些再打来吧。 10 . When is a good time to call ? 什么时候打来最合适？ 11 . Why dont you try agian in an hour ? 一个小时后您再打过来，好吗？ 12 . Good afternoon . David Browns office . 下午好。这里是大卫布朗办公室。 13 . This is Prof . Davis from the University of Washington . 我是华盛顿大学的戴维斯教授。 14 . Would you mind waiting a few minutes ? 您等一会儿好吗？ 15 . Ill just trying to find him . 我正试着找他呢。 16 . Yes . Go ahead , please . 是的，请讲。 17 . Im sorry , but he is in a meeting now . 很抱歉，他正在开会。 18 . The best time to catch him would be 5 30 . 最容易找到他的时间是5 30。 19 . Could you possibly ask him to call me back ? 你可以叫他给我回个电话吗？ 20 . Of course . What number are you on ? 好的。您的号码是多少？ 21 . He has my number but Ill give it to you just in case . 他有我的号码，但我还是给你吧，以

防万一。 22 . There is a call from Wang Ling . 有王玲打来的电话。 23 . She is on her way . 她马上来。 24 . Ill hold . 我等一下好了。 25 . Its been a while . 好久不见了。 26 . Its nice to hear from you . 很高兴你打来电话。 Dialogue A (A : Dave Kennedy B : Receiver) A : Hello . Is this 985-6634 ? B : Yes . You have the right numbr . A : Please connect me with Mr . Lee . B : Who is calling , please ? A : This is Dave Kennedy . B : One moment , please . (a moment later) Hello , Mr . Kennedy ? Are you still on the line ? A : Yes。 B : Im sorry , but he has a visitor right now . Could you hold a littlelonger ? Or shall I put you through to his secretary ? A : No , thanks . B : Shall I tell him you called ? A : Oh , no , no . Well , actually , Id rather call back later . When is a good time to call ? B : Why dont you try again in an hour ? He will be free then . A : OK . Thanks a lot . Good-bye . B : Good-bye . Dialogue B (A : Receiver B : Prof . Davis) A : Good afternoon . David Browns office . B : bd afternoon . This is Prof . Davis from the University ofWashington . A : Can I help you ? B : Id like to speak to Mr . Brown . Is he there ? A : Would you mind waiting for a few minutes ? Im just trying to find him . B : Certainly . Thanks . (Pause) A : Hello . Are you there ? B : Yes . Go ahead , please . A : Im sorry , but he is in a meeting now . The best time to catchhim would be 5 30 . B : Gould you possibly ask him to call me back ? Its rather urgent . A : Of course . What number are you on ? B : He ha my number bur Ill give it to you just in case . Its2235-7561 . A : OK . Mr . Davis . Ill have Mr . Brown get

in touch with you as soon as the meeting is over . B : Thank you . Its very kind of you . A : Youre welcome . Good-bye .

Dialogue C (A : Wang Ling B : Fang Fangs father C : Fang Fang)

A : Hello . This is wang Ling . May I speak to Fang Fang ? B : Ill put you through . Hold on , please , (Voice : Fang Fang , theres a call from Wang Ling ! )Hello ? Are you there ? She is on her way .

A : Ill hold , thank you . C : Hi . Wang Ling . This is Fang Fang speaking . Oh , Its been awhile . Its nice to hear from you .

How have you been ? A : Fine , thank you . And you? C

: Quite well . Last month , I had a very nice holiday . A : Where did you go ? C : To Beijing . And I travelled around . A : Very good . Oh , by the way , Im having a party at my house on Friday . Can you come ? C : Sure . Thank you .

Words and

Expressions number n . 数 , 数字 , 号码 connect vt . /vi . 连接 ; 联系 line n . 线 , 线条 , 界线 visitor n . 访问者 ; 参观者 ; 游客 secretary n . 秘书 actually ad . 实际上 rather ad . 相当 ; 宁可 university n . (综合性)大学 Washington n . 华盛顿 certainly ad . 一定 , 必定 possibly ad . 可能的 ; 也许 , 或者 travel vi . /vt . 旅行 , 行进 ; 移动 n . 旅行 get in touch with 与.....保持联系 as soon as 一.....就 on ones way 在去.....的路上 hear from 收到.....的来信 by the way 随便说 ; 在途中 , 在路上 欢迎进入 : 2010年外销员课程免费试听 点击进入免费体验 : 百考试题外销员在线考试中心 更多信息请访问 : 百考试题论坛外销员 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)