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1 . Yes . Ill go to get him . 在，我去叫他。 2 . Im so glad Ive got hold of you at last . 我很高兴终于找到了你。 3 . Were you trying to get in touch with me , Peter ? 你一直在找我吗，彼得？ 4 . Im off today . 我今天休息。 5 . Listen , Mike , Ive got news for you . 听着，迈克，我有消息告诉你。 6 . You dont know me , but this is Garl Mattews . 你不认识我，我叫卡尔马修斯。 7 . Im calling on behalf of Dave Kennedy . 我代大卫肯尼迪先生打电话给你。 8 . So he gave me your telephone number and let me give you a call . 所以他给了我你的电话号码让我给你打个电话。 9 . And what time would suit you best ? 什么时候最适合你？ 10 . You can call us from the lobby and well come down . 你可以在大厅给我们打电话，然后我们就下来。 11 . Please say hello to Dave for me and thank you so much for calling me . 请代我向大卫问好，非常感谢你打电话给我。 12 . She asked me to ask you if you would be able to meet here to-day at 3 30 p . m . 她要我问你是否能在今天下午三点半和她见面。 13 . But you can page her . 但是你可以传呼她。 14 . What is the number of her beeper ? 她的传呼是多少？ 15 . Fine . Thanks for the message . 好。谢谢你的口信。 Dialogue A (A : Robert B : Peter C : Mike) A : Hello . B : Hello . Is that Mike ? A : No , this is Robert , his brother , speaking . B : Oh hello , Robert . This is Peter . How are you ? A : Fine , thanks , and you ? B : Im very well . Is Mike

there ? A : Yes . Ill go get him . C : Hello . Mike speaking . B : Hello . Mike ? This is Peter speaking . Im so glad Ive got hold of you at last . C : Were you trying to get in touch with me , Peter ? Im off to-day . B : Thats good to know . Listen , Mike , Ive got news for you . C : What is it ? B : My sister Jane is coming back from America . C : Thats great . When is she coming back ? B : Next weekend . C : Next weekend ? OK . And I want to know how long she will stay here this time . B : About a week . Lets get together tonight and plan a party for her . C : All right . Ill come to your place at 8 oclock . B : Good . Ill be waiting for you . C : See you later . B : Good-bye .

Dialogue B (A : Stan Summers B : Carl Mattlews)

A : Hello . B : Hello . Can I speak to Stan Summers , please ? A : Speaking . B : Oh . Mr . Summer . You dont know me , but this is Carl Mat-tews . Im calling on behalf of Dave Kennedy . A : Oh . So youre a friend of Daves . How is he anyway ? B : oh , hes doing well and will be promoted again . A : Thats good to hear . Carl , what are you doing in New York ? B : Dave and I are attending a conference at the Hilton until Thursday . And Dave is busy now . So he gave me your tele-phone number and let me give you a call . He wants to know if you will have any time at all to get together tonight or Thursday evening . A : Well , tonight theres a banquet I have to go to . But Thursday evening Im free . B : Good . Thursday evening . And what time would suit you best ? A : Seven-thirty would be good for me . B : Yes , thats fine . So thats 7 30 p . m . on Thursday at Hilton . Ill book the table . And my rooms 2120

. Daves is 2122 . You can call us from the lobby and Ill come down
. A : Fine . Im looking forward to it ! B : Me , too . See you on
Thursday , then . A : Please say hello to Dave for me and thank
you so much for call-ing me . Good-bye . Dialogue C (A
: Roland B : Mr . Zhang) A : Hello . May I speak to Mr . Zhang
? B : Yes , speaking . A : Hi , Mr . Zhang . This is Roland
. Miss Lee telephoned . She asked me to ask you if you would be
able to meet her today at 3 30p . m . B : Sorry , but Ill have a
meeting then . Please tell me her call num-ber and Ill explain it to
her personally . A : Miss Lee said she would not be in her office this
afternoon , but you can page her . B : What is the number of her
beeper ? A : Its 6594968-99806 . B : Fine . Thanks for the
message . Good-bye . A : Bye .

Words and Expressions touch vt
. 触摸 ; 接触 ; 碰到 weekend n . 周末 party n . 党 , 政党 ; 聚
会 , 宴会 behalf n . 利益 on behalf of 代表某人 anywny ad . 无
论如何 , 无论怎样 conference n . 商议 ; 会谈 Hilton 希尔顿
banquet n . 宴会 suit v . 对.....适合 ; (使)适合 lobby n . 前厅
; 穿堂 look forward to 渴望 , 盼望 page v . 找人 , 寻找 beeper
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