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CHRISTINA: Liz, do you have a minute?

LIZ: Yes, of course. What is it?

CHRISTINA: I need you to help me set up for my presentation Thursday morning.

LIZ: Okay, what should I do?

CHRISTINA: Well, it isnt at this office. Its over at the Dayton Street office. Have you been there before?

LIZ: Yes, of course. I have to go there every Tuesday.

CHRISTINA: Good. So you will have no trouble finding it.

LIZ: Whats the presentation about?

CHRISTINA: I will talk about developing sales through our website. All the branch heads will be there, and most of the staff.

LIZ: Will you need anything special for the presentation?

CHRISTINA: Well, I need the display monitor. But Tom can set that up for me on Wednesday. I will need you to help with everything else.

LIZ: I suppose you need the whiteboard set up.

CHRISTINA: I need the whiteboard, and pens. I dont know if they have pens over there. So you have to bring pens. And an eraser.

LIZ: Alright. Thats no problem. I will bring pens. Anything else?

CHRISTINA: Well, Im afraid it will be troublesome, Liz. You know what that office is like. You will have to move some of the desks around to make enough space. There will be at least twenty people.

LIZ: So you need me to set up fold-out chairs too. I can do that no problem. I will call Mary over there and ask her to make sure they have enough chairs.

CHRISTINA: Thank you. I know they have that storage room there. There are chairs in the storage room.

LIZ: But I

dont know if there are twenty chairs. I might have to bring some from here. CHRISTINA: And we need coffee too. Coffee and some pastries maybe. The presentation is at ten AM. LIZ: I can go over there first thing in the morning. Do you want me to serve instant coffee, or should I get it catered? CHRISTINA: Catered? LIZ: You know. Get it from Starbucks. I can have Starbucks make me a big thermos of hot coffee. And I can get the pastries there too. Its easy. I can pick it all up in the morning. CHRISTINA: You are a genius, Liz. I never thought of that. If you can do that for me, I will be grateful. LIZ: Its no problem. I just think its much better than instant coffee. And if we need pastries too, its easy to stop there. CHRISTINA: Do you think you could get it all set up before ten? LIZ: Of course. We need the display monitor, twenty chairs, the whiteboard, pens,an eraser, and coffee and pastries. Anything else? CHRISTINA: I cant think of anything right now. Youve set my mind at ease, Liz. I appreciate it. 克丽斯汀提娜：丽斯，你有空吗？ 丽斯：是的，当然。什么事？ 克丽斯汀提娜：我需要你帮我布置我星期四早上的汇报。 丽斯：没问题，那我应该做什么？ 克丽斯汀提娜：嗯，并不是在这间办公室里。是在岱顿街的办公室。你以前去过那儿吗？ 丽斯：是的，当然。我每个星期二都会去。 克丽斯汀提娜：好，所以你应该可以找到那里。 丽斯：那个汇报是关于什么？ 克丽斯汀提娜：我会谈谈关于通过网络发展业务方面。所有的分公司主管都会到场，还有大部份的职员。 丽斯：你的汇报需不需要什么特别的东西？ 克丽斯汀提娜：嗯，我需要显示屏。但汤姆会帮我在星期三装好。 我会需要你帮我处理其它的事项。 丽斯：我认为你

会需要用到白板。克丽斯汀提娜：我需要白板，还有笔。我不知道他们那边有没有笔，所以你就把笔带着，还有一个板擦。丽斯：好的，那没问题。我会带笔，还有什么吗？克丽斯汀提娜：嗯，我还有一点担心，丽斯。你知道那间办公室的。你必须挪开一些桌子来腾出一些空间。至少会有二十个人。丽斯：所以你也需要我来准备折叠椅。没问题我可以做到。我会打电话给玛丽确定他们那边有足够的椅子。克丽斯汀提娜：谢谢你，我知道他们那边有一个储藏室。储藏室里有椅子。丽斯：但我不知道那边是不是有二十张椅子，我可能需要带一些过去。克丽斯汀提娜：我们也需要咖啡。咖啡和小点心也需要。汇报是早上十点。丽斯：一早我就会到那儿。你要我准备即溶的咖啡，还是找人承办？克丽斯汀提娜：找人承办？丽斯：你知道。Starbucks有现成的。我可以请Starbucks帮我煮一大壶热咖啡放在保温瓶里。我也可以在那儿买到点心，很方便。我一大早就可以准备好。克丽斯汀提娜：你真是一个天才，丽斯。我从没想到那样。如果你可以帮我做好，我会很感激的。丽斯：没问题。我只是认为那比即溶咖啡来得好。如果我们需要点心，到那儿是很方便的。克丽斯汀提娜：你认为你可以在十点前都就绪吗？丽斯：当然。我们需要显示屏，二十张椅子，白板，笔，板擦及咖啡和点心，还有缺吗？克丽斯汀提娜：我现在实在想不到什么了。你让我的头脑放松了，丽斯。我真的很感谢。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