

2010报检员考试跟单英语：告诉公司名和自我介绍 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\\_2010\\_E6\\_8A\\_A5\\_E6\\_A3\\_80\\_c30\\_645128.htm](https://www.100test.com/kao_ti2020/645/2021_2022_2010_E6_8A_A5_E6_A3_80_c30_645128.htm) 告诉公司名并自我介绍 告知公司名并自我介绍

1. Franklin Company Personnel Department. 富兰克林公司人事部。 2. Good morning Franklin Company, may I help you? 早晨好，富兰克林公司。我可以为你服务吗? 3. Personnel Department. This is Carol/Carol speaking. 人事部，我是卡洛。 办公室电话最重要的就是礼貌，所以不论是接电话或打电话，都应该先报自己及公司的名字。 请问找那位 Who would you like to talk to/speak to? 请问找哪位? 他在忙线中 1. Her line is busy at the moment. Can somebody else help you? 她正在通电话，别的人可以帮你吗? 2. He ' s on another line right now. 他现在正在接另外一个电话。 3. He ' s talking a long-distance call now, what can I do for you? 他正在接长途电话，有什么我可以帮你吗? 4. Sorry, his line is busy. 抱歉，他正在打电话。 请你稍等一下 1. Could you hold a moment, please? 你能稍等一会儿吗? 2. He ' ll be with you in a moment. 过一会儿他就会接你电话了。 3. Can you hold on, please? 你能稍等一会儿吗? 4. Just a moment. He is on his way now. 请稍待一下。他马上来接电话。 5. Hang on a second, please. 请稍等。 6. Could you hold on any longer? 你能再稍待一会儿吗? 让你久等了 1. I ' m sorry to keep you waiting. 抱歉让你等待。 2. I ' m sorry to have kept you waiting. 抱歉让你久等了。 有时候真的让人久等时，说这句话会让对方心平气和一些。 通常都会用完成式"to have kept you" 3. Sorry for the delay. 对不起慢了一点。 现在不方便接电话 1.

She has a visitor at the moment.她现在有客人。 2. He is in a meeting now.他正在开会。 3. I ' m sorry, but he is unable to come to the phone now.很抱歉，他现在无法接电话。 4. I ' m sorry, but I was just on my way out. Can I get back to you later?很抱歉，我正好要出门。可不可以稍后再打给你。 这里没有这个人 1. I ' m sorry, but we have no one by that name here.对不起，这里没有人叫那个名字 2. We don ' t have any Smith working here.没有史密斯在这边工作。 3. This is not Franklin Company.这里不是富兰克林公司。 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)