

BEC商务英语中级口试指导 ( 43 ) \_ 商务英语考试 \_ PDF转换  
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导读 : BEC商务英语中级口  
试话题 : Apply for an ID card、 Buy tickets for travel、 Do I have  
to ...、 Expesnse report、 How can I ...。 1. Apply for an ID card  
申请办理身份证 A: How can I apply for an ID card? B: There is a  
guy in charge of the ID card. His name is Jerry Tang. Give him a call.  
A:我怎样申请办理身份证? B:负责身份证的人叫做杰瑞唐,给他  
打个电话。 2. Buy tickets for travel 出差买票 A: How do I buy  
tickets for my travel? B: After your TA is signed, talk to your  
secretary. She will buy the tickets for you. A:我出差的时候该怎样  
买票啊? B:等你的出差审批单批准了以后,告诉你秘书就行了,  
她会帮你买票。 3. Do I have to ... 我必须.....吗? A: Do I have  
to be at work at 8:00 am? B: If you need to come in late, you can set  
up flexible work schedule. A:我必须早上八点上班吗? B:如果你需  
要晚来的话,可以定一个弹性的工作时间表。 4. Expesnse report  
报销单 A: How do I submit an expense report? B: Here ' s the form  
for expense report. Fill it out and give it to me. I ' ll get it signed for  
you. A: Thanks a lot. B: You bet. A:我怎样做报销单? B:这有一个  
报销单的表格,填好交给我就行了,我帮你拿去签字。 A:太谢谢  
了。 B:不用客气。 5. How can I ... 我怎样才能..... A: How can  
I report medical expenses? B: I have some report form here. Fill it  
and submit to the medical insurance company. A:我应该怎样报销  
医疗费用呢? B:我这有几张报告单,填好交给医疗保险公司就行  
了。 相关推荐 : BEC商务英语中级口试指导汇总 商务英语

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