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阅读原文

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4_BC_9A_E5_95_86_E5_c96_645789.htm A: Hello! Welcome to Guangzhou Fair. B: Thank you. I ' m from America. Here is my business card. A: Glad to meet you, Mr. Smith. My family name is Wang and here is my name card. B: Great! This is my first visit to the Fair. Everything is new to me. Would you please give me some information? A: Glad to. The Fair is a big gathering taking place twice a year. Thousands of businessmen from more than a hundred and fifty countries and regions are here to trade with China. B: What about your company? A: Ours is a company specializing in exporting leather products. And what about yours ? B: My shoes firm has a high standing in my country. My bank is the City Bank, New York. You may refer to it for my references. 2. A: Good morning, Mr. Wang! B: Good morning, anything special? A: A Mr. Wilson called ten minutes ago. He wanted you to call back. Here is his number. B: Thank you. Miss Zhang, how is the preparation for the fair? Everything is ok? A: I am worried about the hall decoration. B: Yes? A: It should be completed by October 9th, and we have only one more week. B:I think we will have to try our best. What about the transport of the exhibits. A: So far so good! I think they ' ll be here on time. B: Good. I want everything on good order before the fair. By the way, Miss Zhang, the opening ceremony will be held on October 10. Have all the visitors been notified? A: Yes, sir. VIPs included. I sent them formal invitations a week ago. B: Have you

prepared the guidebook, which includes the introduction and schedules of the fair? A: Yes, I have also prepared a fair memo. B: Good. By the way, will you help me to type these letters and mail them immediately? A: Yes, of course. B: And please phone Mr. Smith in New York and confirm his flight. A: I will do that right after I finish typing these letters. B: One final thing, please ask Mr. Zhao to come to my office now. I want to talk to him about the fair. A: Ok. I will.

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