

2011年报检员考试辅导：外贸实战英语44 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022_2011_E5_B9_B4_E6_8A_A5_c30_646064.htm punch the time clock (打卡). punch in (out) (打上 (下) 班卡). confirm the days schedule (确认一天的工作表). staple the documents together (把文件钉在一起). punch holes in the papers (用打孔机给文件打孔). file the papers (把文件存档). look over the documents (将文件过目一下). stamp the document (在文件上盖章). submit the document (提交文件). correct mistakes with white-out (用涂改液改正错误). run off copies (复印文件). fax sb. a report (把报告传真给某人). exchange business cards with clients (与客户交换名片). turn on the computer (打开电脑). sort the mail (拣选信件). make out an invoice (开发票). write out a receipt (开收据). work overtime (加班). set the copier for reducing (enlarging)(将复印机设定在缩印 (放大) 上). run out of paper (复印纸用完了). place a large order (大量订货). trip over the cord (被电线绊倒). bow over the phone (打电话中猛点头). take notes over the phone (把电话内容记在本子上). hang up the phone (挂断电话). input the data (输入资料). change floppy disk (换软盘)

。 专题推荐：#0000ff>2011年报检员考试报名专题

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