

打电话情景对话经典语句学习

1、打电话找某人的情景对话：

Is Jone at home? 约翰在家吗?

I' m sorry to call you so early. 对不起这么早打电话过来。

Can you put me through to extension 805? 请给我接分机 805 好吗?

When will he come back? 他什么时候回来?

I' ll call back. 我会再打的。

2、接到电话找某人的情景对话：

Mary is out right now. 玛丽现在不在。

I' m sorry but he' s in Shanghai on businiess. 很抱歉，他出差去上海了。

Just a moment, please. 请稍候。

Why don' t you call back later this afternoon? 您不妨今天下午再打过来。

3、如何转接电话?

Ok. I' ll just put you through. 好的，我这就给您转接。

I' ll connect you with the department you want. Hold on for a minute. 我将电话转到您需要的部门，请稍候。

I' m sorry but the number is engaged. We' ll call you if connected. 很抱歉电话占线，接通后我们就给您电话。

4、如何在电话中寻找帮助?

It' s urgent. Could I have his mobile phone number? 我有急事，能不能告诉我他的手机号码?

Could you tell me where I can reach her? 能不能告诉我哪里能找到她?

Any chance you know where she is ? 你知道她在哪儿吗?

5、对方不在, 如何应答?

Let me call back later again. Thank you. 我稍后再打电话过来。谢谢你。

Please ask Miss zhao to call me back. 请赵小姐给我回电话。

Could you tell her Nancy called. 请告诉她南希找过她。

Can I leave a message. 我可以留言吗?

6、打电话情景对话常见经典句式:

I' ll be happy to come. 我愿意奉陪。

Do you have time to come with me to have dinner tonight? 你有时间和我一起吃晚餐吗?

I' m calling you to ask if you are busy tonight. 我打电话来是想问一下你今晚有空吗?

I' d love to some other time. 改天我很乐意去。

I' ll pick you up at your office at 14:00. 下午 2 点我到你办公室接你。

Welcome to TutorABC. This is Mary. How may I help you? 你好, 这里是 TutorABC, 我是 Mary, 我能为您做什么吗?

8、如何挂断电话?

Is there anything I can do for you? 还有什么我可以帮忙的吗?

Then I' ll make sure he gets your message. 我一定会传达你的话。

Thank you for calling. 谢谢你打电话来。