

电话情景对话大全

A: Stone Corp. Hi, Mary speaking. 隐四通公司, 您好, 我是 Mary。

B: Hello, I' d like to speak to Mr. Hunter, please. 你好, 我想找 Hunter 先生。

A: May I ask who is calling, please? 请问您是哪位?

B: My name is Herbert Wood of IBM Computer Company. 我是 IBM 电脑公司的 Herbert Wood.

A: Thank you, Mr. Wood. One moment, please... (into PBX) Mr. Hunter, Mr. Wood of IBM Computer Company is on the line. 谢谢, Wood 先生, 请稍等。(打内线电话)Hunter 先生, IBM 电脑公司的 Wood 先生找您。

C: Can you find out what he wants? 你可以问他有什么事吗?

A: Yes, Mr. Hunter. (to caller) I' m sorry to have kept you waiting, Mr. Wood. Mr. Hunter is rather busy right now and would like to know what you wish to speak to him about.

好的, Hunter 先生。(对来电者说)对不起 Wood 先生, 让您久等了。Hunter 先生现在非常忙, 他想知道你有什么事对他说。

B: Yes, I want to buy some computer software and talk about developing some other software. I don' t know whether he is interested in that or not? 是的, 我想买一些计算机软件, 另外再谈一谈开发一些其它的软件。我不知道他是否有兴趣。

A: I see. Thank you very much, Mr. Wood. Would you wait a moment, please? (to PBX) Mr Hunter, Mr. Wood wants to buy some computer software.

我明白了, 非常感谢, Wood 先生。请你等一下好吗?(打内线电话)Hunter 先生, Wood 先生想买一些计算机软件。

C: I see. Put him on line two. 好的，请转到 2 号线。

A: Yes, Mr. Hunter. (To caller) Mr. Wood, I' m very sorry to have kept you waiting. I' ll put you through to Mr. Hunter.

好的，Hunter 先生。(对来电者)Wood 先生，不好意思让你久等了，我把你的电话接给 Hunter 先生。

A: Good afternoon, Sales Department. May I help you? 下午好，销售部，我能帮你什么忙吗？

B: Could I speak to Mr. Bush, please? 可以和 Bush 先生说话吗？

A: I' ll see if he is available. Who shall I say is calling, please? 我要看一看他是否在。请问我得告诉他谁打来的？

B: John Smith.

A: Hold the line, please. Mr. Bush is in a meeting with the Managing Director at the moment, I' m afraid. Can I help you?

请别挂机，Bush 先生正在和总经理开会，我可以帮你忙吗？

B: Well, I want to discuss with him the new contract we signed last week. 好的，我想跟他讨论一下我们上星期签订的合同。

A: I don' t think the meeting will go on much longer. Shall I ask him to call you when he is free? 我想会议不会开得太久，我让他有空给你打电话，好吗？

B: Yes, that would be easiest. 是的，那样最好了。

A: Could I have your name again, please? 请再一次告诉我你的姓名，好吗？

B: Yes. It' s John Smith. 好的，我叫 John Smith。