

浩瀚英语

英语沟通 600 句系列

李洪涛 林晓雯 主编

电话英语 沟通 600 句

Communication English 600
for Telephone



600 句助你 流利对话

轻松交流 顺畅沟通

建立信心 通向成功

上海科技教育出版社

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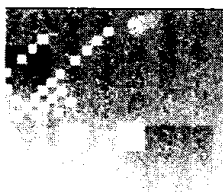
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前言

改革开放以来,很多中国学生从小学起就开始学习英语。他们应付考试、做英语书面练习的能力很强,可是口头表达的能力却很弱。特别是与人用英语沟通时,许多学生不是无言以对,就是结结巴巴,词不达意。

针对这一状况,我们编写了“英语沟通600句系列”,具体包括《电话英语沟通600句》、《生活英语沟通600句》、《校园英语沟通600句》、《情感英语沟通600句》、《商务英语沟通600句》、《网络英语沟通600句》六本,奉献给广大英语爱好者。

丛书的各本都列出若干个主题。每个主题分为重点句子、沟通对话、注释和生词四个部分。重点句子是围绕着主题和沟通对话精心挑选出来的常用句型和常用表达;沟通对话的选择力求做到有代表性、实用性;注释是为了帮助读者理解沟通对话而提供的,文中用黑斜体表示;生词则标注了国际音标,有助于读者阅读和记忆,文

中均加注了圈码。

在现代生活中,电话的使用频率越来越高,电话对话的内容也相当丰富。《电话英语沟通 600 句》分为三十九个主题,旨在教读者如何用英语熟练地进行电话交流,如何在电话中用英语正确地表达自己的需求和想法,实用性很强。

由于编写者水平有限,对于书中的不妥之处,敬请读者批评指正。

编 者

二〇〇二年秋

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UNIT 1

Communication English 600 for Telephone

打电话和接电话



Key Sentences

1. Hello, is this 4474716?

喂, 是 4474716 吗?

2. *I'd like to speak to Mr. Wang, please?*

麻烦一下, 我想和王先生讲话。

3. I'm sorry. Mr. Wang is out right now.

对不起, 王先生现在不在。

4. May I know when he'll be back?

能告诉我他什么时候回来吗?

5. This is his wife speaking.

我是他的妻子。

6. Can I take a message for him?

要我转告吗?

7. *May I have your name, please?*

请问你是哪位?

8. Is he available[●]?

他能接电话吗?

9. I'll just find out for you.

我帮你看看他在不在。

10. Hello, are you still there?

喂, 你没挂断吧?

11. Who is that speaking?

请问你是谁?

12. *I'm so sorry that I made such an early phone call.*

很抱歉, 我这么早打电话来。

13. Who do you wish to talk to?

你要找谁呀?

14. Is Sue James in?

休·詹姆斯在吗?

15. Hello! Is Sue there?

喂! 是休吗?

16. Yes, speaking.

是的, 我就是。

2



Dialogues

Dialogue A

A: Hello?

B: Hello, is this 4474716? I'd like to speak to Mr. Wang, please?

A: I'm sorry. Mr. Wang is out right now.

B: May I know when he'll be back?

A: I don't know, but he will certainly be back for lunch.



This is his wife speaking. Can I take a message for him?

B: Thank you, Mrs. Wang. Please tell him to be at the airport one hour before tomorrow afternoon.

A: Very good. I'll let him know as soon as he comes back.

But, may I have your name, please?

B: This is Lin Ming. Thank you. Bye.

A: Good-bye.

Dialogue B

A: Good morning.

B: **Good morning. This is Li Gang here.** I'm calling from New York in America.

A: How can I help you?

B: I'm trying to get hold of Mr. Chen. Is he available?

A: I'll just find out for you, sir... Hello, are you still there?

Unfortunately^❶, Mr. Chen is not available at the moment.

Would you like me to *put you through to Mr. Li*?

B: Yes, please. That's very kind of you.

A: You're welcome^❷.

Dialogue C

(A: Jane B: Mary C: Sue)

A: Hello!

B: Hello! Good morning. Who is that speaking?

A: It's Jane. I'm so sorry that I made such an early phone call.

B: It's nothing. Who do you wish to talk to?

A: Is Sue James in?

B: Sue! Jane wants you on the phone.

A: Hello! Is Sue there?

C: Yes, speaking.

A: Oh, sorry, I'm afraid I won't attend^❸ the meeting this morning. Last night I had a sore^❹ throat^❺ and I started getting hot.

C: Do you have a temperature? Have you taken it?

A: No, not yet.

C: Don't worry about the meeting. You'd better go to *see a doctor*. I wish you will soon be well.

A: Thank you, Sue. Bye.

B: Bye.



Notes

1. I'd like to speak to Mr. Wang, please? 麻烦一下,我想跟王先生讲话。

打电话找某人,或询问某人是否在时,还有多种表达方法:

Please connect me with...

Please give me... (比较普通的说法)

Could you put me through to...

May I speak to... (非常客气的说法)

I want to... (带有相当强硬而又紧迫的感觉)

2. May I have your name, please? 请问你是谁?

在接电话询问对方是哪一位时,有多种讲法:

Who is speaking?

Who is calling, please?

May I ask who's calling?

Who should I say is calling?

Who is this?

这些句子用上扬语气,会给人一个比较好的印象。
但记住千万不要说:Who are you?

3. I'm so sorry that I made such an early phone call. 很抱歉,我这么早打电话来。

打电话给对方应注意时间是否恰当。晚上很晚打电话到别人家,应该先道歉,可以这么说:I'm so sorry to call you this time of the day. (很抱歉这个时候打电话

给你。)

若是星期天或休假时打电话到私人家,应该说:

I'm sorry to call you at your home on your day off. (很抱歉在你休假时打电话到你家来。)

另外,当对方已经睡觉了,被叫起来时,应该说:

I'm sorry to have waken you up. (很抱歉把你吵醒了。)

4. Good morning. This is Li Gang here. 早上好,我是李刚。

打电话给对方时,要先报姓名,然后才说明目的。

另外,报名字前要先说“Hello”或“Good morning”,不要说“I am...”,正确的说法应该是“This is...”。

5. put sb. through to sb.: 电话用语,帮某人接通某某。

6. see a doctor: 看医生,就诊。



Words

6

- | | |
|---------------------------------|--------------|
| ① available /ə'veiləbl/ | a. 可得到的,可达到的 |
| ② airport /'εəpɔ:t/ | n. 机场,航空站 |
| ③ New York /'nju:'jɔ:k/ | n. 纽约 |
| ④ America /ə'merikə/ | n. 美国 |
| ⑤ unfortunately /ʌn'fɔ:tfəniti/ | ad. 不幸地,遗憾地 |
| ⑥ welcome /'welkəm/ | a. 受欢迎的 |
| ⑦ attend /ə'tend/ | v. 出席,参加 |
| ⑧ sore /sɔ:/ | a. 痛的,疼痛发炎的 |
| ⑨ throat /θrout/ | n. 咽喉,喉咙 |

长途电话



Key Sentences

17. *Hello. Overseas^① operator^②.*

你好! 国际电话总机。

18. I'd like to make *a collect call* to Japan.

我要打对方付费的电话到日本。

19. *Country code^③ 81, area^④ code 138, and the number is 864-8972.*

国家号码是 81, 区域号码是 138, 电话号码是 864-8972。

20. Mom. It's Helen. How's everything going?

妈妈, 我是海伦。家里好吗?

21. You can call direct^⑤ if you like.

如果你喜欢的话, 可以直拨。

22. Could you please tell me the international^⑥ prefix^⑦ and the country code for Australia?

能不能告诉我国际号码和澳大利亚的国家代码?

23. ...and then dial^⑧ the city code and the number.

……然后拨你要打的城市号码和电话号码。

24. Start with the international code which is 00.

一开始要拨国际长途电话号码 00。

25. What time do the special rates^① apply^②?

什么时候价格优惠?

26. I wonder if I can charge^① this call to my hotel room.

我想能否把电话费记在我的房间账单上。

27. I'll tell the front desk clerk^① the charge afterwards^②.

讲完之后我会把电话费告诉柜台服务员。

28. I'd like to place an overseas call to London.

我想打一个接通伦敦的国际电话。

29. Can I dial direct?

我可不可以直拨?

30. How about the charges?

费用如何?

31. The charges vary according to the types of call you make.

费用根据您打电话的种类不同而有差别。

32. ***The cheapest is a station-to-station call, then a person-to-person call.***

最便宜的是叫号电话,然后是叫人电话。

33. The mini^① charge will apply for the first three minutes, then each additional^② minute will be charged.

最低费用适用于最初三分钟,然后每多一分钟再追加一分钟的费用。

34. Could you put through a collect call for me?

你能为我接通一个对方付费的电话吗?

35. And what's the number you are calling?

电话号码呢?

36. And your name and number?