

英語美語 5400

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Chapter 1

Telephone

電話



Basic Expressions

1. Hello. May I speak to Mr. Johnson, please?
2. Speaking.
3. This is he[*she*].
4. This is Mr. Lin speaking.
5. I'm glad to hear from you.
6. I can't hear you. Will you speak up, please?
7. May I ask who I am talking to?
8. What is this regarding?
9. Hold on, please.
10. I'm sorry, but he just stepped out.
11. May I leave a message for him?
12. May I ask who's calling?
13. This is Mr. Lee with the United Monthly.
14. That's O.K. I'll call again later.
15. Please tell him that I called.
16. All right. I'll tell him you called.

5. *hear from* 聽到～消息

6. *speak up* 大聲說

電話基本用語

1. 哈囉。請詹森先生聽電話好嗎？
2. 我就是。
3. 我就是。
4. 我是林先生。
5. 我很高興聽到你的消息。
6. 我聽不到你的話。請你說大聲點，好嗎？
7. 請問你是那一位？
8. 是關於什麼？
9. 請別掛斷。
10. 對不起，他剛出去。
11. 我能留個話給他嗎？
12. 請問你是那一位？
13. 我是聯合月刊的李先生。
14. 沒關係。我等會兒再打來。
15. 請告訴他我打過電話。
16. 好的。我會告訴他你打來過。

9. *hold on* 不要掛斷 10. *step out* 外出

1.Placing a Call

17. Can I speak to Mr. Park, please?
18. I'd like to speak to Mr. Park, please.
19. Let me speak to Mr. Park, please.
20. Is Mr. Park in?
21. Is Miss Park available?
22. Will you put him on?
23. Is there an English teacher by the name of Mr. Hills?
24. Is there anyone by the name of Mr. Park?
25. Is Mr. Jackson in yet?
26. Give me someone in charge of export.
27. I'm returning Mr. Brown's call.
28. I want to speak to Mr. Lee in person.
29. Get Mr. Simpson on the line.
30. Give me your boss.
31. Would you put Miss Wang back on the phone, please?

21. available [ə'veləbl̩] *adj.* 近便的; 可得的

22. *put sb. on* 接通某人 (= connect *sb.*)

打 電 話

17. 請找派克先生好嗎？
18. 請找派克先生。
19. 請找派克先生。
20. 派克先生在嗎？
21. 派克小姐在嗎？
22. 請接通他好嗎？
23. 有沒有一位叫希爾斯的英文老師？
24. 有沒有叫派克先生的人？
25. 詹森先生還在嗎？
26. 給我接一個負責外銷的人。
27. 我是回布朗先生的電話。
28. 我想找李先生本人聽電話。
29. 找辛普森先生聽電話。
30. 找你們老闆。
31. 請再接王小姐好嗎？

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26. *in charge of* 負責 export [ˈɛksport] *n.* 外銷
 28. *in person* 本人

32. That's O.K. I'll call again in ten minutes.
33. No, thanks. I'll call again.
34. Please tell her to call me back at the hotel.
35. Could you locate him for me, please?
36. Where do you think I can reach him right now?
37. I'd like to have the phone number of Mr. Lee.
38. When will he be free?
39. Mr. Liu. L-as in lily; I-as in Italy; U-as in union.
40. Is there anyway I can contact him? It's urgent.

2. Answering the Telephone

41. The telephone is ringing.
42. Would you get it, please?
43. Would you pick up the phone, please?

35. locate [lo'ket] vt. 找出

32. 沒關係。我過十分鐘再打來。
33. 不必了，謝謝。我會再打來。
34. 請告訴她回打電話到我旅館來。
35. 請幫我找他，好嗎？
36. 你想我現在在哪裡可以找到他？
37. 我想要李先生的電話號碼。
38. 他何時有空？
39. 劉先生。L 是 lily 中的 L；I 是 Italy 中的 I；U 是 Union 中的 U。
40. 有沒有方法可聯絡到他？是很緊急的事。

接 電 話

41. 電話在響。
42. 請接電話，好嗎？
43. 請你接電話，好嗎？

44. I'll take the call.
45. This is The First Bank, Miss Wang speaking.
May I help you, please?
46. Who am I speaking with?
47. Who's speaking, please?
48. Who are you calling?
49. May I ask who's calling?
50. Who do you want to speak with?
51. He's on the phone.
52. What number are you calling?
53. What number did you dial?
54. I'm sorry, but you have the wrong number.
55. What is this concerning?
56. May I ask what this is about?
57. One moment, please.
58. Wait a minute, please.
59. Hold the line, please.
60. Hold on a minute, please.
61. Just hold on for a few seconds.
62. Mr. Lee, there is a phone call for you.

53. dial ['daɪəl] *vt.* 撥號

44. 我來接。
45. 我是第一銀行的王小姐。我能為你服務嗎？
46. 請問是誰？
47. 請問是誰？
48. 你找誰？
49. 請問是誰？
50. 你找誰？
51. 他正在接電話。
52. 你打幾號？
53. 你撥幾號？
54. 對不起，你打錯了。
55. 是關於什麼事？
56. 請問是關於什麼？
57. 請等一下。
58. 請等一下。
59. 請別掛斷電話。
60. 請稍等，別掛斷電話。
61. 稍等一下，別掛斷電話。
62. 李先生，有一通你的電話。



He's on the phone.

63. Mr. Lee, you are wanted on the telephone.
64. Mr. Lee, you have a phone call.
65. Will you hold? I'll check for you.
66. Let me check his schedule now.
67. Will you hold the line, please. I'll go get him.
68. I'll see if he's in.
69. Which Mr. Wang are you referring to. We
have three Mr. Wangs in the office.
70. He'll be right with you.
71. I'm sorry, but he's tied up at the moment.
72. He's on another phone right now.
73. He's still busy on another phone, I'm sorry.
74. Will you read it back to me?
75. Could you repeat your name, please?
76. Surely. Hang on.
77. Pick up the phone on line two, please.
78. Will you answer the phone, please?
79. Who wants to speak with me?
80. Do you want him to call you back?

66. schedule [ˈskedʒul] n. 時間表

71. be tied up 忙碌；走不開

- 63. 李先生，有一通你的電話。
- 64. 李先生，有一通你的電話。
- 65. 稍候好嗎？我幫你查一下。
- 66. 讓我現在查他的時間表。
- 67. 請別掛斷。我去叫他。
- 68. 我看看他在不在。
- 69. 你是指哪一個王先生。我們辦公室裡有三個王先生。
- 70. 他馬上來。
- 71. 對不起，他現在走不開。
- 72. 他現在在講另一通電話。
- 73. 他忙著講另一通電話，對不起。
- 74. 你覆誦給我聽好嗎？
- 75. 請再說一遍你的名字，好嗎？
- 76. 好的。不要掛斷。
- 77. 請接第二線的電話。
- 78. 請接電話，好嗎？
- 79. 誰找我？
- 80. 你要他回電話給你嗎？

81. He's at a meeting now.
82. Would you like to speak to someone else ?
83. Will you hold or call again in ten minutes ?
84. Please tell him to call me back when he
comes to the office.
85. Where are you calling from ?
86. Shall I have him return your call ?
87. Why don't you call her back tomorrow
morning ?
88. Shall I ask him to call you ?
89. Would you mind repeating your name, please ?
90. How is your last name spelled ?
91. May I have your last name again ?
92. I'll give him your message.
93. Oh, Mr. Baker, there is a message for you.
94. He wants you to call him right back.
95. Did anyone call ?
96. Are there any messages for me ?

90. last name 姓 first name 名字