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英语丛书

TELEPHONE ENGLISH

10

分钟学会

# 电话英语

汗牛/策划  
陈企华/主编

NEW!



中国纺织出版社

284-3  
(8)

# 10 分钟学会 电话英语

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## 内 容 提 要

本书介绍了日常涉及到的电话基础,工作电话,生活电话和社交电话,包括英语口语的基本会话和场景对话,中英文对照,贴近生活,简单、易学、实用,是您快速掌握常用电话英语的好帮手。

### 图书在版编目(CIP)数据

10分钟学会电话英语/陈企华 主编. —北京:中国纺织出版社,2002.1

(七元英语丛书)

ISBN 7-5064-2161-5/H·0027

I . 1 . . .    II . 陈 . . .    III . 英语 - 口语  
IV . H319.9

中国版本图书馆 CIP 数据核字(2001)第 076066 号

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责任编辑:李秀英

责任印制:刘强

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中国纺织出版社出版发行

地址:北京东直门南大街6号

邮政编码:100027    电话:010-64168226

<http://www.c-textilep.com>

E-mail:faxing@c-textilep.com

北京市康华福利印刷厂印刷    各地新华书店经销

2002年1月第一版第一次印刷

开本:787×1092    1/42    印张:46

字数:1120千字    印数:1-6000    定价:70.00元(全套十册)

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# 目 录 (Contents)

## 第一章 电话基础

### Foundations of Making Telephone Call

一、基本会话 (Basic Dialogues) ..... (2)

二、打电话常见的几种情况 (Several Common Situations  
In Making Call) ..... (3)

1. 要找的人在时 (Wanted Person Be In)

2. 要找的人在不时 (Wanted Person Be Not In)

3. 要找的人正忙时 (Wanted Person Be Busy)

4. 打错电话 (Having Wrong Number)

5. 查号 (Checking Number)

6. 留言 (Leaving Message)

7. 转接 (Transferring)

8. 打投币电话 (Making Coin - slot Call)

9. 打长途 (Making Long - distance Call)

10. 打分机电话 (Making Extension)

11. 打对方付费电话 (Making Collect Call)

12. 总机 (Operator)

13. 查询 (Inquiry)

三、工作电话 (Business Call)

1. 电话找上司 (Finding Supervisor by Phone)

2. 上司有空听电话 (Superior Be Free to Talk)
3. 上司正忙时 (When Superior Be Busy)
4. 上司不在时 (When Superior Be Not In)
5. 上司不愿接电话 (Superior Be Not Like to Talk)
6. 打错部门 (Having Wrong Department)
7. 内线电话 (Interphone)

## 第二章 工作电话

### Work Telephone Call

- 一、商务约会电话 (Commercial Appointment Telephone) ..... (44)
  1. 约会见面 (Appointing to Meet)
  2. 约会吃饭 (Appointing to Have Dinner)
  3. 约会去鸡尾酒会 (Appointing to Attend Cocktail Party)
  4. 改变约会 (Changing Appointment)
- 二、电话通知 (Telephone Notice) ..... (58)
  1. 通知开会 (Informing to Attend Meeting)
  2. 通知来访 (Informing to Visit)
  3. 通知变故 (Informing Changes)
- 三、业务查询 (Business Enquiry) ..... (64)
  1. 查询时间 (Enquiring about Time)
  2. 查询接待情况 (Enquiring about Reception)
  3. 查询价目 (Enquiring about Price)
  4. 查询服务项目 (Enquiring about Service Items)

---

5. 查询地址 (Enquiring about Address)	
6. 查询留言 (Enquiring about Messages)	
四、电话慰问 (Telephone Consolation) .....	(74)
1. 慰问员工 (Consoling Employee)	
2. 慰问同事 (Consoling Colleague)	
五、索赔 (Claiming) .....	(77)
六、上班族电话 (Telephone Call of Wage Earner) .....	(79)
1. 汇报工作 (Reporting on Work)	
2. 联络传媒 (Contacting with Media)	
3. 电话推销 (Saling through Telephone Call)	
4. 讨价还价 (Bargaining)	
5. 向上司请假 (Asking for Leave to Superior)	
6. 接待求职者 (Receiving Applicant)	

### 第三章 生活电话

#### Life Telephone Call

一、居家电话 (Family Call) .....	(91)
1. 租房 (Renting Room)	
2. 搬家 (Moving House)	
3. 安电话 (Installing Telephone)	
4. 保修 (Guaranteeing to Keep in Good Repair)	
5. 求诊 (Going to See Doctor)	
6. 买保险 (Purchasing Insurance)	
7. 儿子长大了 (Son Has Grown Up)	

8. 请家教 (Inviting Private Teacher)
- 二、紧急电话 (Urgent Call) ..... (108)
- 1. 被窃 (Be Stolen)
  - 2. 电力故障 (Electric Power Breakdown)
  - 3. 交通意外 (Traffic Accident)
  - 4. 发生火灾 (Fire)
- 三、查询 (Enquiry) ..... (118)
- 1. 商品查询 (Enquiry for Commodity)
  - 2. 交通查询 (Enquiry for Transportation)
  - 3. 地址查询 (Enquiry for Address)
  - 4. 天气查询 (Enquiry for Weather)
  - 5. 服务查询 (Enquiry for Service)
  - 6. 进账查询 (Enquiry for Account)
  - 7. 情况查询 (Enquiry for Information)
  - 8. 课程查询 (Enquiry for Course)
- 四、预订 (Reservation) ..... (131)
- 1. 预订房间 (Booking Room)
  - 2. 电话订餐 (Booking Dinner by Telephone Call)
  - 3. 电话订位 (Making Reservation by Telephone Call)
  - 4. 电话订票 (Booking Ticket by Telephone Call)
  - 5. 电话购物 (Doing Shopping through Call)

## 第四章 社交电话

## Social Call

- 一、交友(Making Friends) ..... (154)
  - 1. 征友(Soliciting Friends)
  - 2. 和朋友看电影(Seeing Film with Friend)
  - 3. 和朋友听音乐会(Attending Concert with Friend)
  - 4. 和朋友吃饭(Having Dinner with Friend)
  - 5. 和朋友出外娱乐(Going Out for Entertainment with Friend)
- 二、致谢(Giving Thanks) ..... (167)
  - 1. 感谢招待(Thanks for Reception)
  - 2. 感谢礼物(Thanks for Gift)
  - 3. 感谢帮忙(Thanks for Help)
- 三、祝贺(Congratulation) ..... (179)
  - 1. 祝贺生日(Congratulating on Birthday)
  - 2. 祝贺结婚(Congratulating on Marriage)
  - 3. 祝贺新年快乐(Having A Happy New Year)
  - 4. 祝贺得奖(Congratulating on Winning Prize)
  - 5. 祝贺开张(Congratulating on Opening Business)
  - 6. 祝贺生子(Congratulating on Having Baby)
- 四、道歉(Apology) ..... (188)
  - 1. 向客户道歉(Apologizing to Client)
  - 2. 向朋友道歉(Apologizing to Friend)
  - 3. 向邻居道歉(Apologizing to Neighbour)



# 第一章

## 电话基础

### Foundations of Making Telephone Call

## 一、基本会话 (Basic Dialogues)

(1) Go ahead, please.

请讲。

(2) Speak louder, please.

请大一点声音。

(3) Any message?

要留话吗?

(4) May I speak to Mr. Smith?

请找史密斯先生接电话,好吗?

(5) Can I speak to the manager?

请找你们经理接电话,好吗?

(6) Hello, who's speaking?

喂,您是谁?

(7) Hello, is that you, Mr. Li?

喂,您是李先生吗?

(8) This is Li speaking.

我是李。

(9) Oh, hello. I'd like to speak to Liu Ping.

哦,您好,我想找刘平听电话。

(10) Could you tell me the number of No. 5 Middle School?

能告诉我五中的电话号码吗?

(11) Hello, is Lao Wang in?

喂,老王在家吗?

(12) Hello, may I speak to Mr. Hu?

喂,能叫胡先生听电话吗?

(13) Hang on a moment, please.

请等一下。

## (二)打电话时常见的几种情况 (Several Common Situations In Making Call)

### 1. 要找的人在时 (Wanted Person Be In)

对话一

A: Hello!

喂!

B: Will you please call Mike to the phone?

请您叫麦克来听电话,好吗?

A: Who is calling?

您是哪一位?

B: It's Jasper from New York.

我是纽约的贾斯珀。

A: Just a minute, please... Mike, wake up, you are wanted on the phone.

请等一等……麦克,醒一醒,有您的电话。

C: Who wants me at such an early hour?

是谁这么早就打电话给我呀?

A: It's Jasper on a trunk call.

是贾斯珀打来的长途电话。

C: Oh, really? I'll be up in a second.

噢,真的吗? 我马上起来。

## 对话二

A: Hello.

喂!

B: Hello. May I speak to Bob Lin, please?

喂,我可以请林鲍勃听电话吗?

A: This is he.

我就是。

B: Oh, hi, Bob. This is Mary. I didn't recognize your

voice.

噢,嗨,鲍勃,我是玛丽。我没有听出您的声音。

## 2. 要找的人在不时 (Wanted Person Be Not In)

### 对话一

A: Hello. Is Mr. Johnson in?

喂,约翰逊先生在家吗?

B: Sorry, he's just gone out. Would you like to leave a message?

不在,他刚出去。您留下话,好吗?

A: Would you please tell him to call me as soon as he comes back? My number is 6152738.

请他一回来就给我打个电话,好吗? 我的号码是 6152738。

B: I'd be glad to. That is 6152738. And who shall I say called?

好的。号码是 6152738 怎么称呼您呢?

A: Mr. Allen.

艾伦先生。

B: I'll tell him as soon as he returns, Mr. Allen.

艾伦先生,他一回来我就告诉他。

A: Thank you.

谢谢您。

B: That's all right. Goodbye.

不用谢,再见。

A: Bye.

再见。

## 对话二

A: Hello, is that the Grand Guest House?

喂,是大华宾馆吗?

B: Yes, this is the switchboard.

对,大华宾馆交换台。

A: May I speak to Mr. Wilson, room 606?

我可以找 606 号房间威尔逊先生讲话吗?

B: Hold on a minute, please.

请稍等一会儿。

A: Yes.

好的。

B: I'm sorry. Mr. Wilson is not in right now. Would you call back later?

很抱歉,威尔逊先生不在房间里,请等一会儿打  
来,好吗?

A: Could you ask him to call me as he gets back?

能不能请他一回来就给我回个电话?

B: Your name and number, please?

请告诉我您的姓名和电话号码,好吗?

A: My name is J. Dick and my telephone number is  
82623782.

我叫 J. 迪克,我的电话号码是 82623782。

B: Your name is J. Dick, and phone number is  
82623782. Right?

您叫 J. 迪克,电话是 82623782,对吗?

A: Right. Thank you.

对,谢谢。

### 对话三

A: Hi. May I speak to Mary, please?

嗨,请玛丽接电话。

B: I'm sorry. She's not in right now.

很抱歉。她现在不在。

A: Oh, dear. She told me she would be home by this

time. Do you know where she went?

唉呀,糟糕。她跟我说这个时候她会在家。您知道她去哪里了吗?

B: Is that John?

您是约翰吗?

A: Yes, this is.

是的。

B: John, this is Mary's mother. She went bowling with her brothers. She told me she would be back by nine o'clock. Maybe you can try calling then.

约翰,我是玛丽的母亲。她跟她哥哥去打保龄球了。她跟我说她9点会回来。或许您那个时候再打来看看。

A: All right, Mrs. Lin. I'll call back again in half an hour. If she's not there, I'll just have to wait until tomorrow.

好的,林太太。我半小时后再打来。如果她不在,我就只好等到明天。

B: All right.

好的

A: Good - bye.

再见



### 3. 要找的人正忙时 (Wanted Person Be Busy)

#### 对话一

A: Good morning. Mr. Smith's office.

早上好。这是史密斯先生办公室。

B: May I speak to Mr. Smith, please?

请找史密斯先生听电话好吗?

A: I'm sorry, he's at a meeting. Is it urgent?

对不起,他正在开会,有急事吗?

B: Yes. Will it be long?

是的。要等很久吗?

A: I expect him to be back in one or two hours. Shall I take a message or will you call later?

我想,一两个小时以后他就会回来。您要不要留个口信,还是您一会儿再打来电话?

B: I'll call again later. Good - bye.

我一会儿再打来电话吧。再见。

#### 对话二

A: Hello! John, how are you?