

外贸新手专题：给客人打电话时的要记住的句子 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/33/2021\\_2022\\_\\_E5\\_A4\\_96\\_E8\\_B4\\_B8\\_E6\\_96\\_B0\\_E6\\_c28\\_33876.htm](https://www.100test.com/kao_ti2020/33/2021_2022__E5_A4_96_E8_B4_B8_E6_96_B0_E6_c28_33876.htm) 抱歉这么晚打来的说法

： 1. I ' m sorry to call you so late. 对不起这么晚打电话来。 2. I hope I didn ' t catch you at a bad time. 抱歉这种时候找你。（含有希望没有打扰到你的意思） 3. I hope I didn ' t wake you up so early. 我希望这么早没有吵到你。 4. I ' m sorry to call you so early. 对不起这么早打电话来。 5. I ' m sorry to bother you at this hour. 很抱歉在这时打扰你。

有急事时的表达方法： 1. It ' s urgent. Could I have her mobilephone number? 我有急事，可不可以告诉我她的手机号码？ 2. Could you tell me where I can reach her? 能不能告诉我哪里可以找到她？ 3. This is an emergency. I need to get in contact with him right now. 能不能告诉我哪里可以找到他。 若对方不在的说法： 1. It ' s nothing important. 没什么重要事。

2. It ' s nothing urgent. Thank you ,good-bye. 没什么要紧事，谢谢您，再见。 3. I ' ll call her again. 我会再打给她。 4. I ' ll call back later. 我稍后会再打来。 5. Please ask Miss Chen to call me back. 请陈小姐给我回电话。 6. Could you tell her to call Carol as soon as possible? 能不能请她尽快打电话给卡洛？ 7. Ask her to call Carol at home after seven, please. 麻烦她在七点后打电话到卡洛家。 8. Can I leave a message? 我可以留言吗？ 9. Please have her return my call. 请她回电话给我。 10. Could you ask him to to call me back? 可以请他给我回电话吗？ 11. Please tell her Carol called. 请告诉她卡洛找她。 12. Let me call back later again. Thank you. 我稍后再打电话来

。谢谢你。 13. Please tell him to phone 2233-4455. 请他给2233-4455回电话. 电话答录机: 1 This is a recording. I ' m not at home now. Please leave a message after the beep. Thank you. 这是电话答录机。我现在不在家，请在"哔"的一声之后开始留言。谢谢！ (\*: 电话答录机 是 telephone answering machine) 2 This is Carol. Pleae give me a call when you are free. My number is 2244-6688. 我是卡洛。有空请回电话给我。我的号码是2244-6688. 对电话答录机留话时与一般留言无异，说出以下重点即可： 1. 来电者姓名 2. 来电时间 3. 来电目的 4. 联络电话或方式 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)