

Phone Calls ② Making a Call

怎样打电话 ② 打电话

VOL. 02

NETCHAI ORIGINAL TEXT

Intermediate · Lesson 2

01 Dialogue

SCENE 1

zhí yuán

Staff

nǐ hǎo zhè li shìhǎi ěr gōng sī
你好！这里是海尔公司。

wáng lì

王力

wǒ shì wáng lì wǒ xiǎng zhǎo lǐ lán nǚ shì
我是王力。我想找李兰女士。

zhí yuán

Staff

hěnbàoqiàn tā gāngāngwàichū le
很抱歉，她刚刚外出了。

wáng lì

王力

wǒ yì zhí dōu zài gěi tā shǒu jī dǎ diàn huà dàn zǒng shì zhàn xiàn yào bù rán
我一直都在给她手机打电话，但总是占线，要不然
jiù shuō guān jī tā jīn tiān hái huí gōng sī ma
就说关机。她今天还回公司吗？

zhí yuán

Staff

kǒng pà bù huí gōng sī le tā cóng jīn tiān kāi shǐ qù chū chāi
恐怕不回公司了。她从今天开始去出差。

wáng lì

王力

háiyǒubié de fāng fǎ néng lián xì dào tā ma
还有别的方法能联系到她吗？

zhí yuán

Staff

kǒng pà bù xíng yīn wèi wǒ xiǎng tā yǐ jīng shàng fēi jī le nǐ yǒu shén me
恐怕不行，因为我想她已经上飞机了。你有什么
shì zài tā xià fēi jī hòu wǒ kě yǐ zhuǎn dá gěi tā
事在她下飞机后我可以转达给她。

wáng lì

王力

míngtiānxiàwǔ sì diǎnwǒ hé tā yǒu gè shāngwùyuēhuì bù néng cān jiā
明 天 下 午 四 点 我 和 她 有 个 商 务 约 会 ， 不 能 参 加
le wǒ xiǎng zǎo yì diǎn r gào su tā
了 ， 我 想 早 一 点 儿 告 诉 她 。

zhí yuán

Staff

hǎo de wǒ míng bái le wǒ huì gào su tā wáng lì xiān sheng lái guò diàn huà
好 的 ， 我 明 白 了 。 我 会 告 诉 她 王 力 先 生 来 过 电 话
de
的 。

wáng lì

王力

hǎo de xiè xiè
好 的 ， 谢 谢 ！

zhí yuán

Staff

bú kè qi zài jiàn
不 客 气 。 再 见 ！

wáng lì

王力

zàijiàn

再见！

02 Key Vocabulary

01 占线

zhàn xiàn

line busy / engaged

02 恐怕

kǒng pà

I'm afraid / probably

03 出差

chū chāi

business trip

04 转达

zhuǎn dá

to pass on / relay a message

05 商务约会

shāng wù yuē huì

business appointment /
meeting

03 Useful Phrases

①

qǐngwèn lǐ lán zài ma

请问李兰在吗？

Excuse me, is Li Lan available?

② wǒguò yī huì r zài dǎ lái
我过一会儿再打来。

I'll call back in a little while.

③ tā shénme shí hou huí lái
她什么时候回来？

When is she expected back?

④ wǒ yīng gāi shénme shí hou zài dǎ lái
我应该什么时候再打来？

When would be a good time to call back?

⑤ rú guǒ tā bú zài qǐng jiào zhè ge xiàng mù de fù zé rén jiē diàn huà
如果她不在，请叫这个项目的负责人接电话。

If she's not available, could I speak with the person in charge of this project?

04 Questions

① nǐ yǒu guò yǒu jí shì dàn dǎ bù tōng diàn huà de jīng lì ma qǐng jù tǐ miáo shù yí xià
你有过有急事但打不通电话的经历吗？请具体描述一下。

② shàng shù zhè zhǒng qíng kuàng tōng cháng nǐ zěn me zuò
上述这种情况通常你怎么做？

③ nǐ zài gōng sī jīng cháng chū chāi ma
你在公司经常出差吗？

(出差的时候是坐飞机多，还是坐火车(新干线)多？/一般出差去哪里？/去国外出差时手机还用日本的手机吗？(Ex：全球通))

qǐnggào su wǒ nǐ yǒu jí shì bùnéngchū xí shāngwùyuēhuìshí yì bānzěn
④ 请告诉我你有急事不能出席商务约会时一般怎
mebàn
么办？

qí tā wèn tí
⑤ 其它问题

(Ask randomly)

05 Practice

- ① First, have the student read the dialogue aloud and correct their pronunciation.
- ② Ask the student if there is anything they do not understand, or have them translate the dialogue (adjust the approach based on the student's level).

③ Teacher and student take turns playing the roles and read the dialogue aloud, or practice a similar conversation (encourage the student to play the caller's role as much as possible).

④ Ask the student the questions in Section 3 and have them answer.

06 Translation

Phone Calls ② Making a Call

Staff Thank you for calling. This is Haier.

Wang Li My name is Wang Li. I'd like to speak with Ms. Li Lan.

Staff I'm sorry, she has just stepped out.

Wang Li I've been trying to reach her on her mobile, but the line is always busy or her phone is switched off. Will she be returning to the office today?

Staff I'm afraid she won't be back in — she's on a business trip starting today.

Wang Li Is there any other way to get in touch with her?

Staff I'm afraid not — I believe she has already boarded her flight. If you'd like to leave a message, I can pass it on to her after she lands.

Wang Li We had a business meeting scheduled for tomorrow afternoon at 4:00, but I won't be able to make it, so I wanted to let her know as soon as possible.

Staff Understood. I'll let her know that Mr. Wang Li called.

Wang Li Great, thank you!

Staff Not at all. Goodbye.

Wang Li Goodbye.