# 你给范文打个视频通话(优选5篇)

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*你给范文打个视频通话 第一篇gordon: hey buddy, your english is improving by leaps and bounds.molly: your english is not so shabby eith...*

**你给范文打个视频通话 第一篇**

gordon: hey buddy, your english is improving by leaps and bounds.

molly: your english is not so shabby either.

gordon: thanks for the compliment.

molly: one compliment deserves another.

gordon: you praise me, so i praise you, right?

molly: that is correct. and today i will help you review and you will return the favor and help me review. is that cool with you?

gordon: of course, anything for you. when do we kick it off and begin?

molly: asap.

戈登：嘿，伙计，你的英语正在突飞猛进啊。

莫莉：你的英语也不是那么肤浅。

戈登：承蒙夸奖。

莫莉：咱们礼尚往来，互相夸奖。

戈登：你夸奖了我，所以我也夸夸你，对吗？

莫莉：没错。今天我将帮你复习，作为回报，你也帮我复习吧。这样好吗？

戈登：当然，随你。什么时候我们开始呢？

莫莉：越快越好。

new words 生词

1) accept （接受，承认）: admit, recognize

we gladly accept cash and checks, but we don\'t accept credit cards.

我们很高兴接受现金和支票，但是我们不接受信用卡。

2) charge card （信用卡）: credit card, bankcard

i would like to charge this purchase on my charge card.

我想从我的信用卡上支付这笔购买费用。

3) check （支票）: a bank note

hold on one moment and i will write you a check. the check is in the mail.

请等一会儿，我来给你开一张银行支票。支票装在信封里。

4) satisfactory （满意的）: good enough

ok, so your son\'s grades were satisfactory--not great, but good enough.

你儿子的成绩虽然不是特别地突出，但也令人满意。

5) vegetarian （素食主义着，食素者）: someone who doesn\'t eat meat

my mom made us an all-vegetable meal, because my sister is a vegetarian.

我妈妈给我们做了一顿全素的饭菜，因为我妹妹不吃肉。

lessons 课文

not everyone will go abroad, but most people will have an opportunity to call an english speaking person or company. for this reason, everyone should have good english telephone skills.

booking reservations by phone: many different kinds of reservations will use similar questions on the phone. the following are some of the most asked questions and examples of answers. as always, it is best to answer in complete sentences.

1) a. how many in your party?

b. there will be three of us.

2) a. how will you pay? cash, check or charge?

b. i would like to pay by check. where should i send the check?

3) a. when will you need your reservation for?

b. i will need my reservation for friday the 18th of may.

4) a. do you have any special needs?

b. yes, i need vegetarian meals.

5) a. smoking or non-smoking section?

b. of course non-smoking section, please.

6) a. what name shall i put the reservation under?

b. please put the reservation under rodman, dennis rodman.

不是每个人都需要出国，但是大多数的人都有机会打电话给一个讲英语的人或者公司。因此，每个人都需要具备良好的电话英语技巧。

电话订票：虽然订票的种类很多，但是电话定订票的方式和所用的语言却大都相似。以下是电话订票时最常见的问与答。一直以来，对话尽量用完整的句子来答复对方。

1) a: 请问将有多少人？

b: 包括我三个人。

2) a: 请问你将采用何种支付方式？

b: 我想用支票的方式支付，我应该把支票寄到哪里？

3) a: 你需要预订什么时候？

b: 我需要预订5月18日星期五这天的？

4) a: 你有什么需求吗？

b: 是的，需要全素的食物。

5) a: 吸烟区还是非吸烟区？

b: 当然，请帮我预订非吸烟区的座位。

6) a: 请问我能知道你的姓名吗？

b: 请在预订一栏注明我的名字是罗德曼，丹尼斯·罗德曼。

dialogue 对话

airline reservations: 预订机票

molly: hello, canadian airlines, how may i help you?

gordon: i\'d like to book a ticket to nyc.

molly: when would you like to fly?

gordon: asap.

molly: we have a flight tomorrow at 10 am, is that satisfactory?

gordon: of course. that would be fine.

molly: how many in your party?

gordon: just me this time.

molly: what class will you fly? first class? business class? or economy class?

gordon: business class will be fine.

molly: would you like the vegetarian meal?

gordon: no thanks, i like to eat meat.

molly： smoking or non?

gordon: non-smoking, of course.

molly: round-trip or one way?

gordon: i would like to book a round-trip ticket.

molly: when would you like to return?

gordon: how about saturday the 11th?

molly: sorry to say, that day is all booked up. can i book you for sunday the 12th?

gordon: that will be fine.

molly: how will you pay, cash or charge?

gordon: i would like to pay by check.

molly: i am sorry, we do not accept checks.

gordon: i\'ll pay by charge card then.

molly: great. what name shall i put the reservation under?

gordon: mr. gordon alexander.

molly: you are all set, mr. alexander.

gordon: thanks a bunch.

molly: my pleasure.

莫莉：你好，这里是联合航空公司，我能帮你做什么吗?

戈登：你好，我需要预订一张到纽约的机票。

莫莉：您想订什么时候的机票?

戈登：越快越好。

莫莉：我们在明天上午10点种有一个航班，你觉得这个时间可以吗？

戈登：当然，太好了。

莫莉：您需要订几张机票？

戈登：这次就一张。

莫莉：您需要哪个级别的舱位？头等舱？商务舱还是经济舱？

戈登：商务舱就可以了。

莫莉：你需要素食吗？

戈登：不，我不是素食者。

莫莉：吸烟区还是无烟区？

戈登：当然是无烟区。

莫莉：单程还是往返？

戈登：我需要一张往返机票。

莫莉：你需要何时回来？

戈登：11号星期六返回。

莫莉：很抱歉，11号的返程机票都已经订满了，您觉得12号星期日的返程机票如何？

戈登：也可以。

莫莉：你希望什么支付方式？现金或信用卡？

戈登：我想用支票支付？

莫莉：很抱歉，我们不接受支票的支付方式。

戈登：那么我用信用卡支付吧。

莫莉：好的，那么我在预订这一栏里填谁的名字好呢？

戈登：戈登·亚力山大先生。

莫莉：都好了，戈登·亚力山大先生。

戈登：多谢你。

莫莉：不客气。

new words（生词)

1) etiquette （礼节）: good manners, customs

before you have a dinner date with a beautiful girl, you should learn some eating etiquette.

在你与一个漂亮女孩约会之前，你应该学习了解一些进餐时的礼节。

2) hang up （放下电话）: put down the telephone receiver

always say goodbye before you hang up the phone.

别忘了在挂断电话之前要与对方说再见。

3) mega （大的，超大的，超级的）: really big, huge, super

madonna is a mega-star.

麦当娜是个超级明星。

4) prohibit （阻止）: don\'t let, stop

the law in the usa prohibits you from drinking beer until you are 21 years old.

美国的法律禁止不满21岁的年轻人喝酒。

5) receiver （听筒）: the part of the phone that you talk into

please talk clearly into the receiver.

请对着听筒用清晰的声音说话。

lesson: 课文

1) never pick up (answer) the phone and say, “what?” “yeah?” or “ok?” this is what a rude dude would do. try being polite and saying, “hello, bob speaking, how may i help you?”

2) never hang up the receiver without saying goodbye in a polite way. like this, “hope to talk to you again soon, bye.” or “bye for now.” or “ ”it was so nice talking to you, bye!\_

3) if you have to ask someone his or her name over the phone, use the following ways!

a) pardon me, may i ask who\'s calling? (the most polite way)

b) may i have your name, sir? (also good)

c) excuse me, mam, can you tell me your name please? (satisfactory)

4) note: people who use their mobile phones in restaurants, movie theaters or in english classes are mega-rude dudes! proper phone etiquette prohibits this.

1) 在拿起电话的时候永远也不要说诸如“什么？”“怎么了？”或者“好吗？”之类的话。 这样说话在职场上是不礼貌的。要尽量婉转礼貌地说话，如“你好，我是鲍勃，我能为您做什么吗？”

2) 在没有对对方礼貌地说再见之前，不要挂上电话。礼貌的说法如“希望不久的将来能有机会再跟您交谈，再见”或者“先再见了”或者“很高兴有机会与您交谈，再见”。

3) 如果你在电话上需要问询对方的姓名，只可以用下面的话问：a) 很抱歉，我可以知道您的姓名吗？（最有礼貌的方式）

b) 先生，可以告诉我您的名字吗？ （同样可以）

c) 对不起，夫人，您能告诉我您的姓名吗？（令人满意的一种）

**你给范文打个视频通话 第二篇**

Making a phone call

useful sentences

that Jane speaking?

is \'s that?

\'s calling? Who is speaking? May I have your name?

May I beg your pardon?

on, please!

go ahead.

put it through.

you repeat your phone number?

she\'s out.

I take your message?

you like to leave a message?

I have you mobile number?

\'s on the another line now.

line is busy.

am occupied. I have no time. I\'m not available.

line is free. Her line is through

line is broken. Her line is dead. Her line is out of order.

line is busy.

Fashion conversation

Conversation 1

A:Hello.

B:This is Sofy,may I speak to Lamley?

A:This is Lamley.

B:Hello, you free tomorrow?

A:Yes.

B:Would you like to go to an activation with me?

A:I\'d like you tomorrow.

B:See you.

Conversation 2

A:Hello,is Mr Ofer there

B:Sorry, afriad you have a wrong don\'t have Mr Ofer here.

A:I want 64204223,is that right?

B:No, you give a wrong number.

A:oh,I\'m sorry to bother you.

B:That\'s all right.

Conversation 3

A:Gongshan Development Co., I help you?

B:I\'d like to speak your export manager,please.

A:May I ask who\'s calling?

B:This is Mrs Wang,from @ @.

A:I\'m sorry Mrs wang,but Mrs Fu is not in at the moment.

B:When will he come back,do you know?

A:As suppose you reback at 10:30?

B:May I leave message?

A:Of course.

B:Please ask him to give me a call as soon as he return .he has my number.

A:Ok,Mrs \'ll do that.

B:thank .

Conversation 4

A:Operator,I want to make a correct oversea phone call to Beijing.

B:Who would you like to talk to ?

A:Rachel Jahon

B:What is phone number?

A:The code is 880 ,the area code is 010 , and the local number is 88245784

B:Your name,please.

A:Monicole Tan.

B:hold on ,please.

A:Ok,thank you.

B:Her line is through now,please go ahead.

Conversation 5

A:I\'m going to the fair any one looks for me. ask them to call the fair.

B:What is the telephone number?

A:88267894,extension to 208

B:When will you reach there?

A:About 10: thing is that I want an appointment with the customer at

Chanxing hotel at 3:30 this help me phone the customer so we

can confirm now.

B:What is the customer\'s name,and what is his room number?

A:You can check them from the fax yesterday.

B:Ok,I\'ll phone the customer right you want to pick him up at our

office?

A:No,I\'ll discuss the business with him at hotel.

Conversation 6

A:May I speak to Mr Green,please?

B:Just a moment,\'m sorry,but his line is busy at the you

please hold on?

A:How long will I take?

B:Sorry,but I\'m not sure about it.

A:I\'m calling one distance,so please ask him to as soon as gets off the

\'m Lucy.

B:I\'ll have him call you he have your phone number?

A:I think so.

B:When should he try to reach you?

A:Any time before 6:00.

B:\'ll let him call you later.

A:Thank you.

B:You are welcome.

Conversation 7

A:United trading company,good afternoon.

B:Good I speak to Mr Green,please?

A:May I ask who\'s calling?

B:This is Mrs Jahon from international textile

A:Just a minute,Mrs Jahon.

A:Mr Green,Mrs Jahon from international textile wants to speak to you.

C:Put it through ,please.

C:Hello,Mr Green speaking.

B:Good afernoon,Mr \'m calling about the dress agreement you send me

Conversation 8

A:Marketing manage office,can I help you?

B:Mr Green,please.

A:Sorry,he\'s out.

B:What time you suspect back them?

A:Sorry,I am not sure,can I take a message?

B:No,\'ll call back later.

A:That\'s call again later.

B:Ok,thank .

Conversation 9

A:Is Mr Li there,please?

B:Sorry,I can\'t hear you,would you please speak a little loud?

A:I said is Mr Li there?

B:Mr Green,the line is \'t hand up,\'ll have a call chance to

another line.

**你给范文打个视频通话 第三篇**

打电话礼仪对话案例

一、案例：

1.打电话的人找的是你自己

A: Is Daisy there?

Daisy 在吗?

B: This is she.

我就是。

(注: 男的用“This is he.” 下同，不再解释)

举一反三：

You’re speaking/talking to her.

你正在跟她说话。

This is Daisy.

我就是Daisy。

That’s me.

我就是。

2.打电话的.人要找的人不在

A: May I speak to Mr. Gates?

请问Gates 先生在吗?

B: He’s not here right now.

他现在不在这里。

举一反三：

He’s out.

他出去了。

He’s in a meeting right now.

他现在正在开会。

You’ve just missed him.

你刚好错过他了。

He’s just stepped out.

他刚好出去了。

3.打电话的人要找的人不在, 问对方是否要留言

A: Can I talk to Mark?

我可以跟Mark 讲话吗?

B: He’s out on his lunch break right now. Would you like to leave a message?

他出去吃午饭了, 你要留言吗?

举一反三：

He’s not available right now. Can I take a message?

他不在, 我可以帮你传话吗?

4.打电话的人问他要找的人何时回来

A: Do you know when he will be back?

你知道他什么时候会回来吗?

B: I’m sorry. I don’t know.

抱歉, 我不知道。

举一反三：

I have no idea.

我不知道。

He should be back in 20 minutes.

他应该二十分钟内会回来。

5.打电话的人问他要找的人在哪里

A: Do you have any idea where he is?

你知道他在哪里吗?

B: Sorry. I don’t know.

抱歉, 我不知道。

举一反三：

He’s at work right now. Do you want his phone number?

他现在在上班。

你要不要他的电话号码?

二、技巧:

随时记录

在手边放有纸和铅笔，随时记下你所听到的信息。

如果你没做好准备，而不得不请求对方重复，这样会使对方感到你心不在焉、没有认真听他说话。

自报家门

一拿起电话就应清晰说出自己的全名，有时也有必要说出自己所在单位的名称。

同样，一旦对方说出其姓名，你可以在谈话中不时地称呼对方的姓名。

转入正题

当你接听电话时，不要“哼哼哈哈”地拖延时间，而应立即做出反应。

一个好的开场白可能是：“您需要我做什么?”当你觉出对方有意拖延时间，你应立即说：“真不巧!我正要参加一个会议，不得不在5分钟后赶到会场。

”这样说会防止你们谈论不必要的琐事，加速商务谈话的进展。

避免将电话转给他人

自己接的电话尽量自己处理，只有在万不得已的情况下才能转给他人。

这时，你应该向对方解释一下原因，并请求对方原谅。

例如，你可以说：“布朗先生会处理好这件事的，请他和您通话好吗?”在你作出这种决定之前，应当确定地方愿意你将电话转给他人。

例如，你可以说：“对于这件事，我们很快会派人跟您联系的。

避免电话中止时间过长

在这里输入你的内容，注意不要用退格键把所有文字删除，请保留一个或者用鼠标选取后直接输入，防止格式错乱。

如果你在接电话时不得不中止电话而查阅一些资料，应当动作迅速。

你还可以有礼貌地向对方说：“您是稍候片刻，还是过一会儿我再给您打过去?”

让对方等候时，你可以按下等候键。

对于接电话的人来讲，当需要查阅资料而有礼貌地请对方稍等片刻，这是可以令对方接受的。

如果有人在你正在通话时打进电话，你可以选择合适的词语让你通话的人稍候。

然后拿起另一部电话说：“你能否稍等?我正在接听一个电话。

”如果打来电话的人只是有一些小事，便可以当即回绝，然后迅即转向第一个电话，而这个人也会意识到你很忙而加速你们的讨论。

**你给范文打个视频通话 第四篇**

一、教学目标

1、通过阅读，练习，知道打电话的一般步骤。

2、知道通电话时做到讲话内容集中，语言简明，口齿清楚。

3、学会打电话并懂得打电话中的礼貌用语。

二、教学重点、难点

1、重点：打电话的一般步骤。

2、难点：打电话内容集中，语气简洁。

三、教学过程：

1、提问激趣，导入课题。

2、读一读。

（1）读1―2自然段，想想打电话首先要做什么？

（2）你知道怎么样拨号码吗？

（3）怎样知道号码已经拨通了？

3、听示范电话，思考问题。

（1）听录音――电话对话。

（2）思考讨论：

A、录音是谁与谁的电话对话？

B、王小红想告诉妈妈什么？

C、改：你觉得打电话中应注意什么？

（3）师小结：A、通话时，做到内容集中，语言要简明扼要。

B、通知时要注意使用礼貌用语。

4、试一试（分角色）

同桌之间――学生上台表演――师检查（选2名中下生演）

5、练一练。

（1）阅读课文第3部分，思考：

A、王林要打电话给谁？怎样称呼？

B、告诉王林妈妈什么事？

C、这个电话你该怎么打？

（2）检查

（3）在说C的`基础上，各自设计对话。

（4）自愿上台表演，共同评议。

（5）师小结。

（6）同桌练习。

6、作业（选择一题）

（1）给班主任打个电话，告诉自己家的电话号码。

（2）给远方的亲戚打个电话，告诉自己学会了打电话。

（3）给本地少年宫打个电话，问问有关事项。

板书：

**你给范文打个视频通话 第五篇**

科技发展得真快，现在的电话机上多了“过去键”和“未来键”，增添了穿越时空的神奇功能。

星期天，我本想进入“时间隧道”与去世的爷爷拉拉家常，没想到，把“未来键”当成了“过去键”，竟进入了“未来时空”。

我拨完号码1234567＋20，电话里响起“嘟。”的声音。嘿，通了！我连忙喊了一声“爷爷好！”谁知，可视电话屏中出现了一位一身戎装的青年军官，他一脸不高兴地说：“你是谁呀？我是季若婉，才32岁，怎么变成了爷爷了！”嘿！好奇怪，这是谁呀，怎么和我同名同姓呢？我忙说：“对不起，可能是我拨错了。您说您叫季若婉，可我也叫季若婉呀！”“对呀，你几岁了？”，“11岁。”“别忘了今年是20xx年！我就是后的你呀！”我望望电话屏幕上所按的电话号码，才知道按了“未来键”，还按了20，所以通话对方便是20年后的我。

我急切地问：“你现在做什么工作？”“空军基地司令，搞指挥的。”“真的？”“骗你干吗、哦！对了，我还要参加军事演习，改日再谈吧！”

从此，我知道20年后的我是一位了不起的空军基地司令，上课就不再用心了，成绩从90分降到70分，还毫不在乎地想：没关系，反正20年后的我是统领千军万马的空军基地司令。

一眨眼的工夫，三个星期过去了我又给20年后的我打电话。

“喂，你好！最近又参加了什么演习呀？”电话一通，我便迫不及待地问。“别提什么演习了，我已经没有工作了。你是谁呀？”“我是20年前的你呀！”“20年前的我？那我倒要问问你，你是怎么学习的？你学习那么差，还能指望我能有什么工作？”听了他的话，看到屏幕中那张惆怅无奈的面孔，我的脸火辣辣的，一句话也说不出来。叮呤，一阵电话呤声，我被从梦中惊醒，原来这是个梦啊……

从那以后，我努力学习，再也不敢马马虎虎了，因为我知道，只有把握住今天，才能赢得辉煌的未来！

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