

# 100+ USEFUL TELEPHONE SENTENCES

1. May I help you?  
有什麼我可以幫忙你的嗎?
2. Just a moment, please  
請等一下
3. Hang on a moment, please.  
請稍等一下
4. Hold on a minute, please.  
請稍等一下
5. Just a sec...  
請稍等一下
6. That's right.  
對的
7. I'm sorry, but you have the wrong number.  
對不起，你打錯號碼了
8. I'm terribly sorry.  
我真的很抱歉
9. Is this the \_\_\_\_\_ residence?  
這是\_\_公館嗎?
10. Is this the \_\_\_\_\_'s?  
這是\_\_公館嗎?
11. Who's calling, please?  
請問是哪位?
12. May I ask who is calling, please?  
請問是哪位?
13. May I have your name, please?  
請問您的大名是???
14. Your name and phone number, please?  
請問您的大名跟電話號碼
15. Will you speak a little louder, please?  
麻煩你說大聲一點好嗎?
16. Will you speak more slowly, please?  
麻煩你說慢一點好嗎?
17. May I speak to Mr. \_\_\_\_\_?  
我找\_\_先生
18. I'd like to speak to Mrs. \_\_\_\_\_, please.  
我想找\_\_太太
19. Whom do you want to speak to?  
請問你找哪位?
20. I can't hear you very well.  
我聽不清楚
21. Should I call you back?  
需要我回電嗎?
22. I'll be waiting for your call.  
我會靜待您的回電
23. Thank you for calling.  
謝謝你打電話來
24. I'm glad that you called.  
我很高興你打電話來
25. Can you take a message for me, please?  
可以請你幫我留個言嗎?
26. Can you give him a message, please?  
可以請你幫我留言給他嗎?
27. May I take a message?  
你需要我幫你留個言嗎?
28. Would you care to leave a message?  
你要不要留話呢?
29. He's not in right now.  
他現在不在
30. He's out at the moment.  
他剛剛出去
31. Could you tell me when he will be back?  
你可以告訴我他大概何時會回來嗎?
32. She's on another line.  
他現在正在忙線中
33. Thank you for waiting.  
謝謝你的等待
34. Will you hold the line, please?  
你可以稍等一下嗎?謝謝
35. I'll get/call/page him (to the phone).  
我幫你找他情他接電話.
36. I'm sorry to have kept you waiting.  
抱歉讓你等這麼久
37. What can I do for you?  
我可以為您做什麼?
38. This is Mr. \_\_\_\_\_ calling/speaking.  
我是\_\_\_\_
39. I'll see that he gets the message.  
我會確認他收到訊息
40. Please ask him to call me back as soon as possible  
麻煩請他盡快回電給我
41. Please tell him I'll call again later tonight.  
麻煩告訴他我今晚會再打來
42. My phone number is \_\_\_\_\_ - \_\_\_\_\_.  
我的電話號碼是\_\_\_\_
43. I can be reached at \_\_\_\_\_ - \_\_\_\_\_.  
打\_\_\_\_就可以找到我
44. Does he know your phone number, (caller)?  
他知道你的電話號碼嗎?
45. I beg your pardon?  
麻煩你再說一次
46. Pardon me/excuse me?  
麻煩你再說一次
47. I'd like to place a person-to-person call  
我要打個叫人電話
48. I'd like to place a station-to-station call.  
我要打個叫號電話
49. I'd like to place an overseas call to \_\_\_\_\_.  
我想要打海外電話到\_\_\_\_\_
50. I'd like to place a collect call to Kaohsiung, Taiwan.  
我想要打到台灣高雄
51. Make it person to person.  
請幫我接個叫人電話
52. Would you finish, please.  
請你掛斷好嗎?
53. Will you hang up, please?  
請你掛斷好嗎?
54. Do I have to wait long?  
我需要等很久嗎?

55. Hello caller, your party is on the line.  
電話已經接通了
56. Go ahead, please.  
請講...
57. Cancel the call, please.  
請取消這通電話
58. Please tell me the time difference and the charge.  
麻煩告訴我時差以及價格差異
59. How about the charge?  
請問如何收費?
60. There is no (name) at that number.  
這裡沒有\_\_這個人
61. No one of that name has ever worked here.  
在這邊工作的沒有人叫這個名字
62. You've been given the wrong number.  
你被給錯號碼了
63. I'm told that you were on the phone earlier. What's up?  
我被告知你曾經在早先聯絡我,有什麼事情嗎?
64. I understand that you were trying to reach me earlier.  
我知道你之前曾試圖聯絡我
65. I understand that you were trying to get in touch with me.  
我知道你之前曾試圖聯絡我
66. I'm sorry to call you up so late, (but it's urgent).  
很抱歉那麼晚才打給你
67. I'd like to confirm my (flight, rail, bus, boat, ferry) reservation.  
我想要確認我的班機/火車/巴士/船/的班次
68. I'd like to reserve a table for \_\_\_\_\_.  
我想要預約一個\_\_個人的位置
69. I'd like to make a reservation for a party of \_\_\_\_\_.  
我想要預約一個\_\_宴會
70. I'd like to book a seat for your current show.  
我想要預定一個目前上演節目的位置
71. In what name?
72. This is Miss \_\_\_\_\_. I'd like to cancel my reservation.  
我是\_\_小姐 我想要取消我的訂位
73. Where can I contact/reach him?  
哪裡我可以聯絡得到他
74. Do you have another number where he can be reached?  
你有他其他的聯絡方式嗎?
75. When will he be back?  
他何時會回來?
76. When will he be in?  
他何時會回來?
77. When does he start work?  
他何時會回來工作
78. Please tell him I'm returning his call.  
麻煩告訴我我有回覆他的電話
79. I'm calling from a pay phone.  
我要打付費電話
80. I'll call you back soon.  
我很快會再致電給你
81. May I use your phone?  
可以借用你的電話嗎?
82. There seems to be a bad connection.  
收訊似乎不太好
83. Can you hear me all right?  
你可以聽到我的聲音嗎?
84. Can you send a cab to \_\_\_\_\_ right away?  
你可以幫我叫一台計程車到\_\_\_\_\_嗎?
85. You can reach me at \_\_\_\_\_ - \_\_\_\_\_.  
你可以打\_\_-\_\_找我
86. You can reach me at the Grand Hotel, room # \_\_\_\_\_.  
你可以在 Grand Hotel 第\_\_號房找到我
87. I can be reached at The Ambassador Hotel, extension \_\_\_\_\_.  
你可以在 Ambassador Hotel 第\_\_號房找到我
88. The line is busy.  
該線忙線中
89. Would you like me to keep trying, or do you want to cancel the call?  
請問你是要繼續試著撥通還是取消這通電話?
90. Will you please check the number again?  
可以麻煩你再查一次號碼嗎?
91. May I make an appointment now?  
我可以現在跟你約個時間嗎?
92. Could we have a little talk over a lunchbox tomorrow?  
我們可以在明天午餐時間小談一下嗎?
93. Drop by for a cup of tea sometime.  
下次約個時間來喝杯茶吧
94. I'll be there around 7.00pm.  
我大概 7:00pm 到那邊
95. That'll be fine with me.  
那沒有關係
96. I'll pick you up at 6.30.  
我會在 6:30 去接你
97. I'll be looking forward to meeting/seeing you.  
我會很期盼見到你
98. It'll be nice to meet you finally!
99. Let me try again.  
讓我再試一次
100. When will you be available?  
你什麼時候有空?
101. I'll be available this Friday evening.  
我星期五晚上有空
102. I'll pay for the call.  
這通電話我付
103. I'll put your call through in a minute.  
我馬上幫你接通
104. I'm sorry I couldn't return your call last night, but \_\_\_\_\_.  
我很抱歉昨天晚上不能回電給你,但是\_\_
105. I'm so glad that I got hold of you at last!  
很高興終於找到你了
106. I've been trying to get in touch with you for the last 3 days!  
我在這三天都試圖與你取得聯絡
107. Extension 321, please.  
321 房,麻煩您
108. We were disconnected. Now where were we?  
我們被打斷了. 剛剛我們講到哪裡?
109. This is Miss \_\_\_\_\_ in room # \_\_\_\_\_. Are there any messages for me?  
我是住\_\_房的\_\_小姐 請問有人留言給我嗎