

臺南市政府「每日聽·英語廣播」文字稿

十一月份廣播主題(二)：接聽電話、申請商業登記

2016 年 10 月 15 日~11 月 30 日

Answering the Phone

第七單元：接聽電話

A : Hello, this is the Planning Section of the Personnel Department. How could I help you?

你好！這裡是人事處企劃科，有甚麼需要幫忙嗎？

B : May I speak to Sandy Cheng, please?

請鄭仙蒂小姐聽電話好嗎？

A : I'm sorry. Ms. Cheng is not in right now.

對不起，鄭小姐剛好不在座位上。

B : Do you know when she will be back?

請問他甚麼時候會回來？

A : I'm not sure. Would you like to leave a message?

不確定，你要不要留言或留下您的電話呢？

B : Sure. My name is Jason Lin and my number is 0900-123-456.

好的。我是林傑生，電話號碼 0900123456。

A : So it's 0900-123-456.

跟您確認電話號碼是 0900-123-456。

B : Right. Please have her call me as soon as possible.

沒錯。煩請他盡快回電。

A : Okay, Mr. Lin. I'll ask Ms. Cheng to call you back as soon as she returns.

等鄭小姐回來，我會請他盡快回您電話。

B : Thanks for your help. Goodbye.

謝謝你的幫忙，再見。

At the Service Counter

第八單元: 櫃臺服務應對

A : Hi. Please have a seat. How can I help you?

您好，請坐。請問您要辦理甚麼？

B : I'd like to apply for business registration.

我要申請商業登記。

A : We'll need a copy of your passport and ID card. Please fill in the business registration form so we can verify your business name is not in use. 我們需要您的護照、證件之影本。另外請您填寫這「商業登記及所營業務預查 申請書」這是要確認貴行號名稱有沒有重複。

B : Excuse me. I have some problems with the Receipt Numbers in this form.

Could you help me with it? 不好意思，我對這個表格中的「統一編號」填寫有點問題，請問你能協助我填寫嗎？

A : Sure! As you are a new applicant, you don't have to fill in that part. You may need to fill it out if you are already registered and taxed.

沒問題。您是新設立免填，如已設籍課稅，則需填寫。

B : Done. Here's my application form.

完成了，這張是我的申請表。

A : OK. Well-done. Let's see if this business name is not in use.

好的，這申請表沒問題，我先確認貴公司行號有沒有重複。

The clerk is checking the business name

*****承辦人查詢公司行號是否重複中...*****

A : Excuse me! Your company title is not overlapping with others. It cost NT\$ 300 for the name-checking fee. 抱歉~讓您久等了，貴公司行號沒有重複，在此要和您收取三百元查名規費。

B : Alright. Here's NT\$ 300. Please check it's the right amount.
好的，這裡是三百元，請你點收一下。

A : Thank you. Here's the receipt. Are you ready with your papers for registration? 謝謝您，這是三百元的收據，接著要麻煩您準備商業設立登記應備文件後即可辦理。

B: Yes. Here are the business registration papers. Please check if there's anything missing.

OK，這是我準備好的商業設立應備文件，請看看是否有缺。

The clerk is checking the papers

*****承辦人檢視文件中。*****

A: You've got everything. It'll be NT\$ 1000 for the registration fee.
您的文件都有齊全，現在要再跟您收取一千元的設立規費。

B: Sure! Here it is.
沒問題，這裡是一千元，請你點收一下。

A: Here is your receipt. You can get the business registration document within three working days. 這是您的收據，請收執。三個工作天後即可至市府領取商業登記公文。

B: Thank you!
謝謝。