# 关于打公用电话的行为禁忌

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*关于打公用电话的行为禁忌（通用3篇）关于打公用电话的行为禁忌 篇1 占着公用电话聊大天 一位小伙子在一处无人值守的公用电话处与恋人打电话。小伙子从吃饭聊到穿衣再到趣事，甜言蜜语说也说不完。一位手机刚好没电的女士有急事要打电话，她在小伙子身后...*

关于打公用电话的行为禁忌（通用3篇）

关于打公用电话的行为禁忌 篇1

占着公用电话聊大天

一位小伙子在一处无人值守的公用电话处与恋人打电话。小伙子从吃饭聊到穿衣再到趣事，甜言蜜语说也说不完。一位手机刚好没电的女士有急事要打电话，她在小伙子身后站了半天，小伙子依然舍不得放下电话，对等着打电话的女士也是视而不见。

关于打公用电话的行为禁忌 篇2

高声聊起政务话题

某政府部门传达室，一位先生要找某某领导。他拿起传达室的内线电话向楼内打电话： 某某局长吗?我是从某某地方来的某某处长啊，我现在要找你去谈些重要的事。 声音之高，一屋子静坐等候的人都听得清清楚楚的，大家听了都面面相觑，似乎听了不该听的话。

关于打公用电话的行为禁忌 篇3

The telephone is an amazingly useful machine, and very easy to use, but believe it or not, people don t always use them effectively. Because we re busy and focused on ourselves, we often use our phones in a manner that s helpful for us, but not necessarily for everyone else.

Hopefully you know a few of the basics, such as keeping your phone volume low, or on vibrate, resisting the urge to use them during meetings or training sessions, and of course, refraining from personal texting while at work. For personal texting, it s best to give yourself one or two times per day. You ll step away from your work, say, outside, or in a cafeteria, and then engage your personal texts.

Those are obviously important, but what I really want you to think about is how you interact and respect the person with whom you re speaking. And that begins before you even pick up the phone. When you hear the ring, grab a pad of paper and pen, so you can be ready to take needed notes without causing a delay while you look around your desk. Before saying hello, I want you to smile, and choose to be positive. How you feel will be sensed by the person on the other end of the phone, so smile and make a positive impression.

Finally, during the call, remember to never interrupt the person. Interrupting tends to be viewed by everyone as a sign of disrespect. If you re very busy and facing a huge deadline, you can shape the call when it s your turn to speak, for example, by telling them you need to get back to them, but then, do suggest a specific time. Of course, if you re honestly not able to talk, you probably shouldn t have answered the call, unless it s your boss, or a person you re expecting an important call from.

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