



石家莊鐵道大學
SHIJIAZHUANG TIEDAO UNIVERSITY

网络精品课程

大学英语

A Receptionist's Job

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A Receptionist's Job

Secretaries who receive visitors are called receptionists. There are different kinds of receptionists however. In a small firm, the receptionist' may have to receive visitors and do some typewriting and clerical work. In a large firm, on the other hand, a receptionist only receives visitors and makes appointments and travel arrangements



A Receptionist's Job

- There are different tasks in receiving visitors. Executives should tell receptionists about all their appointments. This should be done in advance or at the beginning of each day. They should report their movements (for example, going to see an important person, going to lunch) throughout the day. If the receptionist has this information, she can receive and talk to visitors without any delay, and she can work efficiently.

- Secretary:
- 英['sekɹɪ(ə)rɪ] 美['sekɹətɛrɪ]
- someone who works in an office typing letters, keeping records, answering telephone calls, arranging meetings etc
n. 秘书; 书记; 部长; 大臣
- *My secretary will fax you all the details.*
我的秘书会把细节传给你的。

- receptionist
- Someone whose job is to welcome and deal with people arriving in a hotel or office building, visiting a doctor etc
- She is a receptionist in a doctor's office.
- 她在一位医生的诊所中担任接待员。

- **typewriting**
- n. 打字；打字稿；打字工作
- v. 用打字机打（**typewrite**的现在分词）
- **typewriter**
- n. 打字机
- **typist**
- n. 打字员

- however
- *adv.* 然而
- used when you are adding a fact or piece of information that seems surprising, or seems very different from what you have just said
- = nevertheless
 - *At first he insisted on the accuracy of his account, however, he agreed with what I said.*
- 无论如何，不管怎样
 - *You should report any incident, however serious or minor it is.*
 - *We'll have to finish the job, however long it takes.*
- *Conj.* 无论以何种方式，不管怎样
- You can travel however you like.
- However I approached the problem, I couldn't find a solution.
- 这一问题不管怎样，我都无法解决。

- **appointment**
- n. 任命； 约定； 任命的职位
- Rose had forgotten all about their **appointment**.
- 罗斯把他们的约会全忘掉了。
- Consultations can be arranged at other times by **appointment**.
- 磋商可以通过预约安排在其他时间。
- The news of his **appointment** filtered out before it was officially advertised.
- 关于他的任命尚未正式宣布， 消息就已经泄露了出去。

- **executive**
- 英[ɪg'zekjʊtɪv; eg-] 美[ɪg'zɛkjətɪv]
- adj. 行政的；经营的；执行的，经营管理的
- n. 经理；执行委员会；执行者；经理主管人员
- Some of the **executive** staff were eased out to cut down expenses.
- 为了削减开支，有些行政人员被辞退了。

- The President of the United States is the **executive** head of the government.
- 美国总统是政府的行政首脑。