



石家莊鐵道大學
SHIJIAZHUANG TIEDAO UNIVERSITY

网络精品课程

大学英语

A Receptionist's Job(2)

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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.

- **efficiently**
- **adv.有效地；效率高地（efficient的副词形式）**
- **efficient [i'fijənt] adj.**
- 效率高的；有能力的，能干的，能胜任的，有本事的
- **But how can we be more efficient?**
- 可是我们怎样才能更有效率呢？

- **effective adj. 有效的，起作用的；实际的，实在的；给人深刻印象**
- **We have to resign ourselves to fate since we cannot think out an effective remedy.**
- 既然我们想不出一个有效的挽救办法，我们只好听天由命了。

- 补充句型
- What can I do for you?
- 你有何贵干?
- May I take you some time to have a meeting?
- 能占您些时间见个面吗?
- It would be nice if you could meet me.
- 如果您能见我那就太好了。
I don't know if it's possible for him to meet me.
Would it be convenient for him to arrange a meeting?
- 不知道他是否能见我? 不知道约见他是否方便?

- I'm sorry he's not available then.

- 对不起，那时他没空。

-

Can we make it a little later / earlier?

- 能否安排晚些/早些时候？

-

I'm afraid I have to postpone the appointment until 10 minutes later.

恐怕得将约会推迟10分钟。

- Where and when shall we meet?

- 何时何地我们见面？

- Can we reschedule the appointment?

- 能重新约定见面时间吗？

-

Would you mind waiting for another 10 minutes?

- 能再等10分钟吗？

-

Sorry to keep you waiting.

- 对不起，让你久等了。

- I'm sorry for being late.

- 对不起，来晚了。

- 重点句型归纳
- Receiving a visitor
Welcome! Can I help you?
Do you have an appointment?
May I have your name?
Can I ask what you wish to see him about?
I'm told to get that information from every caller.
The manager wants to know if your business is urgent.
- Apology
I'm sorry. The manager is occupied at the moment.
He is out on business today.
Would you please have a seat and wait for a moment?
Would you please leave your card?
Would you like to make an appointment for some other time?