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Lesson One 自我介绍 (Self-Introduction) Welcoming On behalf of ..., I ' m very glad to welcome you... It ' s a pleasure to see you here. Welcome to... Thank you for coming all this way. Self Introduction Please let me introduce myself. I ' m... How do you do? My name is... May I introduce myself? I ' m... It ' s a pleasure to make your acquaintance. My name is... Third-party Introduction It ' s my pleasure to introduce you to ... I ' d like to introduce you to ... A, let me introduce you to ... A, I ' d like you to meet ... A, I don ' t believe you ' ve ever met ... This is ... He ' s in charge of... He looks after... He ' s our ... Director/Manager. Offering Let me get you a coffee. Would you like a coffee? Let me take your coat. Small talk topics Travel How ' s your flight? How do you like our city? Is this your first visit to...? Did you have a good trip? Was it easy to find here? Weather It ' s a beautiful day, isn ' t it? I heard it ' s going to rain this afternoon. My flight was cancelled because of the heavy snow. There will be a storm tomorrow. Finally we ' ve gotten a beautiful day. I hate the summers here. There ' s too much rain and it ' s usually very hot. I ' m a spring/summer/autumn/winter person. Cold, isn ' t it? I ' m freezing. It ' s lovely/sunny/warm. It was dismal/cloudy/cold/damp/wet/stormy/windy. Accommodation How ' s your hotel? It ' s very comfortable/convenient/luxurious. The service is excellent. It ' s rather noisy/dirty. The service is rather

slow. The rooms are a bit cramped. Sample Dialogue A: Welcome to ABC. I ' m John Smith. I look after the accounting department here. B: Nice to meet you. My name is Susan Wong. A: Nice to meet you, Susan. How was your trip? B: Slow. It was caught in awful traffic. A: Sorry to hear that. Anyway, have you checked in? B: Yes. A: Everything OK? B: Fine. A: So how do you find our weather? B: It ' s hot. When I left home, it was only ten degrees. 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com