

商务英语BEC前台接待访客常用会话（2）PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/496/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_496514.htm 公司里常来的客户一般前台都熟悉。当然，也会有陌生人来造访。这不，Mr Lefere 来造访 Mr Ballito 了。且看Rose如何处理。 MR LEFERE: Good morning. ROSE: Good morning. Can I help you? MR LEFERE: Er, yes. I have an appointment with Mr Ballito at a quarter past ten. ROSE: May I have your name please? MR LEFERE: Paul Lefere... from the International Hotel Group. ROSE: Thank you. Please take a seat, Mr Lefere, and Ill phone Mr Ballitos office. (DIALS) OPAL: Mr Ballitos office. ROSE: Hello, Opal. This is Reception. Mr Lefere is here for his 10:15 appointment. OPAL: Oh yes Rose. Mr Ballitos expecting him. He is in Room 9 on the first floor. ROSE: Thanks. (REPLACES PHONE) MR Lefere, would you please go up to Room 9 on the first floor. Mr Ballitos expecting you. MR LEFERE: Room 9 on the first floor. ROSE: Thats right. The stairs are on the left. MR LEFERE: Thank you. 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