

Busine English-Socializing : 首次接触(3) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/500/2021_2022_Busine_Eng_c85_500433.htm

1. leave sb. to sth. 让某人处理某事 A: John went to Paris. He left his secretary to complete the proposal. 约翰去巴黎了，他让秘书继续写没有完成的提案。 B: Oh, really?. 噢，是真的吗？

2. give sb. a ring 打电话 A: Let ' s go see a movie tonight. 咱们晚上去看电影吧。 B: OK. Give me a ring when you leave home. 好呀，出来时给我打一个电话。

Language focus:

Welcoming visitors 欢迎来访者 Welcoming 欢迎 Welcome to ... e.g. Welcome to London. 欢迎来到伦敦。 It ' s a (great) pleasure to welcome you to ... e.g. It ' s a great pleasure to welcome you to our company. 热烈欢迎你来到本公司。 On behalf of ... I ' d like to welcome you to ... e.g. On behalf of the staff of Levien, I ' d like to welcome you to our company. 我谨代表莱维恩公司的全体员工欢迎您来到我们公司。

Introducing yourself 介绍自己 My name ' s ... I ' m ... (job/position) e.g. My name ' s Betty. I ' m Marketing Manager of Levien. 我叫贝蒂，我是莱维恩公司的市场部经理。 Let me introduce myself. I ' m ... e.g. Let me introduce myself. I ' m Shelly White. I ' m Product Manager of Levien. 让我自我介绍一下。我叫雪莉怀特。我是莱维恩公司的产品经理。 How do you do. My name ' s ... e.g. How do you do. My name ' s Julie. 你好，我叫茱丽。 We haven ' t met. I ' m ... e.g. We haven ' t met. I ' m Kate. How do you do. 我们还没见过面呢。我是凯特。你好。

Introducing someone else 介绍别人 I ' d like to introduce you to ... e.g. I ' d like to introduce you to Mr. Bob, our

vice-president. 让我给鲍伯先生我们的副总裁介绍一下你吧，
Have you met...? e.g. Have you met Alfred, our boss? 你跟我们的
老板阿尔夫见过面了吗？ Responding to introductions 回答
How do you do. My name ' s... e.g. How do you do. My name ' s
Ellen. Glad to meet you. 你好，我叫埃伦，很高兴跟你见面。
Nice to meet you. Mine ' s... e.g. Nice to meet you. Mine ' s Tom.
很高兴跟大家见面，我叫汤姆。 Offering 提供 Let me get you a
coffee. 让我给您冲一杯咖啡吧。 Would you like coffee? 喜欢喝
咖啡吗？ Let me take your coat. 让我把你的大衣挂起来吧。
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