

职场英语：关于接待客户时要用的英语 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/504/2021_2022__E8_81_8C_E5_9C_BA_E8_8B_B1_E8_c96_504094.htm

随着公司的发展壮大，一些合作交往也就越来越多。当公司来了客人，我们应当如何接待，才能表现的热情得体呢。今天就让我们来分享一下接待用语。 Would you please give me your business card? 能给我你的名片么？ I ' ll go and see if he ' s available. 我去看看他现在是否方便。 Have a seat please. Would you like tea or coffee? 请坐。您想喝点什么？咖啡还是茶？ He is expecting you.

Come this way please. 他正等您呢。请这边走。 延伸阅读:30个最经典的替换词 1.individuals,characters, folks替换(people ,persons) 2: positive, favorable, rosy (美好的) , promising (有希望的) , perfect, pleasurable , excellent, outstanding, superior替换good 3:dreadful, unfavorable, poor, adverse, ill (有害的)替换bad 如果bad做表语，可以有be less impressive替换 eg.An army of college students indulge themselves in playing games, enjoying romance with girls/boys or killing time passively in their dorms. When it approaches to graduation ,as a result, they find their academic records are less impressive. 4.(an army of, an ocean of, a sea of, a multitude of ,a host of, many, if not most)替换many. 注：用many, if not most 一定要小心，many后一定要有词。 Eg. Many individuals, if not most, harbor the idea that....同理用most, if not all ,替换most. 5: a slice of, quite a few , several替换some 6:harbor the idea that, take the attitude that, hold the view that, it is widely shared that, it is universally acknowledged that)替think (因为

是书面语，所以要加that) 7:affair ,business ,matter 替换thing 8: shared 代 common 9.reap huge fruits 替换get many benefits) 10:for my part ,from my own perspective 替换 in my opinion 11:Increasing(ly),growing 替换more and more(注意没有growingly这种形式。所以当修饰名词时用increasing/growing. 修饰形容词，副词用increasingly. Eg.sth has gained growing popularity. Sth is increasingly popular with the advancement of sth. 12.little if anything, 或little or nothing替换hardly 13..beneficial, rewarding替换helpful, 14.shopper,client,consumer,purchaser, 替换customer 15.exceedingly,extremely, intensely 替换very 16.hardly necessary, hardly inevitable ... 替换 unnecessary, avoidable 17.sth appeals to sb, sth exerts a tremendous fascination on sb 替换sb take interest in / sb. be interested in 18.capture ones attention替换attract ones attention. 19.facet,demension,sphere代aspect 20.be indicative of ,be suggestive of ,be fearful of代 indicate, suggest ,fear 21.give rise to, lead to, result in, trigger 替换cause. 22. There are several reasons behind sth 替换..reasons for sth 23.desire 替换want. 24.pour attention into 替换pay attention to 25.bear in mind that 替换remember 26. enjoy, possess 替换have(注意process是过程的意思) 27. interaction替换communication 28.frown on sth替换 be against , disagree with sth 29.to name only a few, as an example替换 for example, for instance 30. next to / virtually impossible, 替换nearly / almost impossible 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