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现代的写字楼、办公楼中总是有很多提示语，一是为来访人员提供方便，二是为了保持良好的办公环境。这次我们就来看看这些“提醒”和“不准”的英文表达。 All visitors must report to the office. 来客必须到办公室登记。 All visitors please report to the gate warder. 来客请到门房登记。 Anyone caught using this lift will be removed. 用此电梯者将被清走。 Business office 商务办公室 Close the door behind you. 请随手关门 Demonstration available 可以进行演示 Electronically operated gate 电动门 Floor cleaning in progress 正在清扫地板 Front entrance 前门入口 Head office 总部 Interview in progress 正在面试 Lift out of order 电梯发生故障 Lift out of use 电梯停止使用 Meeting in progress, quiet please. 正在开会，请保持安静。 No food is to be consumed in this area. 此处不准吃东西。 No littering 勿乱扔废弃物 No smoking in this area 此处禁止吸烟 No smoking in this lift 电梯内禁止吸烟 Office to let 办公室出租 Please ensure that both the top and bottom of this door are closed. 请确保此门上下关紧。 Please keep this office tidy and use the bins provided. 请保持办公室整洁，使用所提供的垃圾箱。 Please wait here for enquiries. 请在此等候咨询。 This is a smoke-free building. 楼内禁止吸烟。 We do not make purchases at this door. We do not buy at this door. 谢绝推销。

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