

外销员外贸外语辅导：商务礼仪系列介绍（1）外销员考试  
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1) The Right Time to Arrive When invited to luncheon, dinner, or supper, it is very impolite to arrive late, as it is usually planned to have the meal at the exact hour given in the invitation. 2) In arrival When you arrive, the hostess or some member of the family will probably meet you at the door and take your coat and hat. In the winter time you should dress more lightly than usually, as you may expect the rooms to be warmer than in most Chinese homes. 3) In a few minutes the hostess will ask her guests to come in to dinner. She may or may not ask each gentleman to take a lady in. If she does, the lady will take the gentlemen's arm as they walk into the dining room. If she does not, the ladies will go in first, followed by the gentlemen. The hostess will either point out their seats to the guests as they come in or have a place card at each place with the guest's name on it. 4) How Long to Stay After the meal is over, it is not polite to leave for at least half an hour, lest you seem to have come only for the meal. An evening dinner invitation usually implies that you stay for the whole evening. The hostess often plans some after-dinner entertainment. 5) What to Say on Leaving When leaving any kind of a party, a guest always expresses his appreciation to the hostess. Some such words as these are appropriate. "Thank you so much. I've had a delight evening." 欢迎进入：2010年外销员课程免费试听 点击进入免费体验：百考试题外销员在线考试中心 更多信息请访问：百

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