

酒店英语口语学习手册之前台接待日常用语 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E9\\_85\\_92\\_E5\\_BA\\_97\\_E8\\_8B\\_B1\\_E8\\_c96\\_645532.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E9_85_92_E5_BA_97_E8_8B_B1_E8_c96_645532.htm) 前台接待日常用语

Part 1 Greetings 第一部分 问候 1. Welcome to haiyatt garden Hotel . I ' m \*\*\*, what should I call you, please? 欢迎光临海悦酒店。我是\*\*\*，请问我该怎么称呼你呢？ 2. Good

morning/afternoon/evening, Sir/Madame. What can I do for you?

先生/女士，你好！请问我能为您做点什么？ 3. My name is

\*\*\*, is there anything else I can do for you, just let me know. 我叫\*\*\*

，如果需要我为您做些什么，请告诉我。 4.If you have any problems, please feel free to contact us . 如果你有任何需要，请随时联系我们。

Part 2 Helping to Check-in 第二部分 帮助入住 1.

Please have a seat for a while I ' ll help you with the check-in procedure. 请在那边稍坐一会儿，我将会为您办理入住手续。

2. Would you please give me your passport and credit card ?, I ' ll return them to you right away after the check-in procedure. 请把您的护照和信用卡交给我。办完入住手续后，我会马上归还给您。

3. How many nights will you stay this time? 这次入住您会住多少天？

4. Which room would you like, smoking room or

non-smoking room? 您是要吸烟房间还是不吸烟房间？ 5.

Excuse me, Sir/Madame. How would you like to pay the deposit,

together or separately? 先生/女士，不好意思，打搅一下。请问

您是要分开付押金还是一起付呢？ 6. Here is your room key and

the breakfast coupon. Would you please sign here? 这是您的房卡和早餐券。

请您在这里签个名好吗？ 7. Here are your passport

and the credit card . You can go up to the room now I hope you enjoy your stay with us.. 这是给回您的护照和信用卡。现在您可以上房间了。希望您在这里居住愉快。 相关推荐：#0000ff>实用英语口语荟萃 #0000ff>英语聊天常用语100句 #0000ff>实用英语串烧：日常用语大汇集 #0000ff>美国习惯用语：谣言的发源地 编辑推荐：#0000ff>办公室里怎样妙用英语 #0000ff>身在职场，如何应对职场中的一切 #0000ff>面试过程中绝对用得到的面试英语 更多信息进入：#0000ff>实用英语考试交流空间 #0000ff>实用英语考试辅导！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](http://www.100test.com)