

酒店英语口语学习手册之总机日常用语 PDF转换可能丢失图片或格式，建议阅读原文

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1. 请问您贵姓？对不起，请您重复一次好吗？ May I have your name? /Would you give me your name? I beg your pardon? (Pardon , please?) 2. 请拼出客人的名字好吗？ How to spell the guest ' s name please? 3. 对不起，因线路问题我听不清楚您说话，请重新打一次好吗？ I ' m very sorry. I can ' t hear clearly,. Could you call it again? 4 . 能告诉我客人是哪里人吗？ Would you tell me where the guest comes from? 5 . 能告诉我客人是哪间公司的吗？ Would you tell me which company the guest is from? 6 . 对不起，我们在酒店的名单上找不到客人的名字。 I ' m sorry. We can ' t find the guest name on our hotel list. 7 . 介意我把电话转接到接待处让他们为您查一下，好吗？ Would you mind connecting the line to reception to check it? 8. 我再帮您查一下，请稍等。 I will check it for you again. Just a moment please. 9 . 很抱歉，让您久等了。 I am sorry to have kept you waiting. 10 .请您重复一遍您说的，好吗？ Could you repeat what you said? / I beg your pardon? 11. 请您讲慢一点（大声点），好吗？ Could you speak more slowly (loudly)? 12. 请稍等，我将为您转接。 Wait a moment, please. I will connect/transfer it for you. 13. 您好，先生。这里是总机，您有一个外线电话，介意我接入您的房间吗？ How are you, sir? This is the operator. You have an outside line. May I put it through ? 14. 晚上好，丹尼斯先生，布鲁斯先生的电话，请问您是否需要接听？ Good evening, Mr. Dennis, Mr. Bruce is on the line

(Phone) now. Would you like to take it? 15. 对不起，先生，他的电话占线，请您稍后再拨。 I ' m sorry, sir. The line is busy now, Could you please call back later. 16 . 对不起，先生，电话无人接听，请您稍后再拨或留言。 I ' m sorry, sir. Nobody is answering, Could you please call back later or leave a message. 17 . 让我重复一次您的信息吧。 Let me repeat your message. 18 . 对不起，我听不懂您说什么，我可以帮您转接给大堂副理吗？ Sorry I can ' t follow you. May I put you through to the assistant manager? 19 . 对不起，先生，房间电话未挂好，转不进去。 I ' m sorry, sir. The phone is restricted, I can ' t get through. 20. 对不起，先生，我们不可以透露客人的房号。 I am sorry, sir, we ' re not allowed to disclose our guest ' s room number. 21. 我是758房客，有人给我留言吗？ I am staying in room 758./I am the guest of room 758。 Did anyone leave message for me? 相关推荐：#0000ff>实用英语口语荟萃 #0000ff>酒店英语口语学习手册之礼宾部日常用语 #0000ff>酒店英语口语学习手册之预定部日常用语 #0000ff>酒店英语口语学习手册之前台接待日常用语 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 #0000ff>英语聊天常用语100句 #0000ff>实用英语串烧：日常用语大汇集 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