

酒店英语口语学习手册之商务中心日常用语 PDF转换可能丢失图片或格式，建议阅读原文

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1. Welcome to haiyatt garden Hotel. 欢迎光临海悦酒店。
2. Good morning/afternoon/evening Sir/madam 先生/小姐/早上好/下午好/晚上好。
3. Have a good trip! 祝您旅途愉快!
4. I hope I ' m not bothering /disturbing you. 我希望我没有打扰您。
5. Have a seat please. 您请坐。
6. I hope to see you again soon, 我希望能尽快见到您
7. Nice to meet you .很高兴见到您!
8. How are you doing/going! 您好!
9. Excuse me Sir, here is non-smoking area。对不起先生，这里是非抽烟区。
10. Would you like some water? 请问您要喝点水吗? 工作操作/During working 11. \*I ' d like to copy/type/print this. 我想要复印/打字/打印这个。
12. How many copies would you like? 您需要复印多少份?
13. Would you like to make it a little darker/lighter? 要不要我(把颜色)调深/浅一些?
14. Here is your original file/paper。这是您的原件。
15. \*I ' ll leave the original file here. Please call me when the copy is ready. 我把原件先放在这里，等复印好了就打电话通知我吧。
16. Would you like me to staple these for you? 我为您装订好这些好吗?
17. Shall I staple them on the left side or at the top? 我是装订在左侧还是上边呢?
18. Shall I enlarge/reduce this to fit A4 paper? 我是不是把它放大/缩小到适合A4的纸张呢?
19. Shall I copy these on both sides of the paper? 我进行双面复印好吗?
20. We don ' t have paper that large enough. Shall we copy it to two pieces, and then tape them together? 我们没有这么大的纸

。我们分开两块复印，然后粘在一起，好吗？相关推荐

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