

2010年下半年商务英语初级口语素材：自我介绍 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/646/2021\\_2022\\_2010\\_E5\\_B9\\_B4\\_E4\\_B8\\_8B\\_c85\\_646066.htm](https://www.100test.com/kao_ti2020/646/2021_2022_2010_E5_B9_B4_E4_B8_8B_c85_646066.htm) 自我介绍 Welcoming On behalf of ... , I ' m very glad to welcome you... It ' s a pleasure to see you here. Welcome to... Thank you for coming all this way. Self Introduction Please let me introduce myself. I ' m... How do you do? My name is... May I introduce myself? I ' m... It ' s a pleasure to make your acquaintance. My name is... Third-party Introduction It ' s my pleasure to introduce you to ... I ' d like to introduce you to ... A , let me introduce you to ... A , I ' d like you to meet ... A , I don ' t believe you ' ve ever met ... This is ... He ' s in charge of... He looks after... He ' s our ... Director/Manager. Offering Let me get you a coffee. Would you like a coffee? Let me take your coat. Small talk topics Travel How ' s your flight? How do you like our city? Is this your first visit to...? Did you have a good trip? Was it easy to find here? Weather It ' s a beautiful day , isn ' t it? I heard it ' s going to rain this afternoon. My flight was cancelled because of the heavy snow. There will be a storm tomorrow. Finally we ' ve gotten a beautiful day. I hate the summers here. There ' s too much rain and it ' s usually very hot. I ' m a spring/summer/autumn/winter person. Cold , isn ' t it? I ' m freezing. It ' s lovely/sunny/warm. It was dismal/cloudy/cold/damp/wet/stormy/windy. Accommodation How ' s your hotel? It ' s very comfortable/convenient/luxurious. The service is excellent. It ' s rather noisy/dirty. The service is rather

slow. The rooms are a bit cramped. Sample Dialogue A: Welcome to ABC. I ' m John Smith. I look after the accounting department here.  
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