English for receptionists

1. Greet her and ask who she is here to see

Hi, good morning! I have a meeting at ten.	Good morning! Who are you here to see?
Mr. Adams. I know I'm early.	That's fine. Could I have your name, please?

Good morning! Welcome.

Who are you here to see?

Good morning, front desk. How can I help you?

2. Ask her to sign in and take a seat

Lucy Parker. Do I sign in?	Yes, please sign in here.
Where can I sit?	Please have a seat over there.

Could I have your name, please?

Please sign in here.

Please have a seat. I'll let him know you're here.

3. Offer her water or coffee

Is there somewhere to get water?	I can bring you some. Water or coffee?

Would you like some water or coffee?

How do you take your coffee?

Here you are.

4. Tell her Mr. Adams is still in another meeting

Is Mr. Adams here?	He's still in another meeting.
How long will it be?	About ten minutes. I'm sorry.
That's no problem. I'll wait.	Thank you for waiting.

I'm sorry, Mr. Adams is still in another meeting.

It ends in about ten minutes.

Thank you for waiting.

Can I take a message?

Could you spell your name for me, please?

5. Send her to the right room and say goodbye

Is he free now?	Yes, he's ready for you.
Where do I go?	Second floor. Conference Room B.

Mr. Adams is ready for you now.

Take the elevator to the second floor.

Conference Room B is the first door on your right.

Have a good meeting!

Welcome an English-speaking visitor, an AI chatbot: kotokin.com/learn/english/english-for-receptionists