English for security guards

1. Greet him and ask who he is here to see

Hi there! I'm here for a meeting at ten.	Good morning! Who are you here to see?
Ms. Chen, on the fourth floor. I'm Nick Hanson.	Thank you. Let me check the list.

Good morning! Can I help you?	Who are you here to see?	Do you have an appointment?

2. Find his name on the visitor list

H-A-N-S-O-N.	Here you are. It's spelled Hansen on the list.
Happens all the time.	Sorry about that. I'll fix it.

What's your name, please?	How do you spell your last name?	I can't find your name on the list.
Here you are. It's spelled wrong on the list.		

3. Ask for ID and say politely you cannot let him in without it

My license is in my car.	I see. I need to see a photo ID.
Can't you just let me in? I'm late.	I'm sorry, I can't let you in without ID.
Fair enough. Can I run to the car?	Yes, of course. I'll call Ms. Chen.

Can I see your ID, please?	I need to see a photo ID.	I'm sorry, I can't let you in without ID.
I'm sorry, that's the rule.	I can call Ms. Chen for you.	Please put your bag on the belt.

4. Call upstairs, sign him in and give him a badge

Got it! Here's my license.	Thank you. Please sign here.
Does my backpack go on the belt?	Yes, please.

Please sign here.	Please wear this visitor badge.	I'll call upstairs. Please wait here a moment.

5. Show him the elevator and say goodbye

Where's the elevator?	On your left. Fourth floor.

The elevator is on your left.	Take the elevator to the fourth floor.	Please bring your badge back when you leave.
Have a good meeting!		

Check in an English-speaking visitor, an AI chatbot: kotokin.com/learn/english/english-for-security-guards