

# 社會人核心英語 Business English Essentials

## 第一集 Ep.1: 與人會面 Meeting People

### 情境對話 Dialogue

情境對話一：第一次會面 First meeting

*John Chen is picking up Mr. Smith, a potential new client, at the train station, for a visit to his company, ABC Tech. This is their first meeting.*

John Chen: Excuse me, are you Mr. Smith?

Mr. Smith: Yes, I am.

John Chen: I am John Chen from ABC Tech. Nice to meet you.

Mr. Smith: Nice to meet you too, John.

John Chen: I am here to pick you up. Have you been waiting for long?

Mr. Smith: No, not at all. I am just taking a short coffee break.

John Chen: Oh, good. Did you have a good trip?

Mr. Smith: Yes, the train ride was very smooth with no delays.

John Chen: That's great to hear! If you are ready, I will go get my car.

Mr. Smith: Yes, I am done with my coffee and ready to go.

情境對話二：送客 Saying goodbye

*John has taken Mr. Smith back to the train station so he can return home.*

Mr. Smith: ... Well, it was nice meeting you John. It is almost time for me to catch my train.

John Chen: Yes, it was good meeting you too Mr. Smith. Please come and visit us again soon.

Mr. Smith: Thank you for the invite, I will definitely visit again.

John Chen: Have a safe trip. Good-bye.

### 情境對話三：再次會面 Meet again

*John is picking up Mr. Smith at the train station again, for a return visit to his company.*

John Chen: How are you doing, Mr. Smith? It is good to see you again.

Mr. Smith: I am doing great John, it is so good to be back!

John Chen: As usual, I am here to pick you up. If you need to freshen up, I can take you to your hotel first and then to the office.

Mr. Smith: That would be nice. Let's get my bags checked in at the hotel first.

John Chen: Not a problem. Please follow me, my car is right outside.

Mr. Smith: Thank you.

### 補充例句

#### 認出來賓

- Excuse me, are you...? (請問您是...嗎?)
- Pardon me, are you...?

#### 見面打招呼

- Nice/good to meet you (很高興認識您)
- Pleased to meet you
- Pleasure to meet you

#### 再次會面

- Nice/good/great to see you! (很高興再次見到您)
- Nice/good/great to see you again!
- Good to have you back! (歡迎您回來)
- Welcome back! (歡迎您回來)

#### 說明來意

- I am here to... pick you up / ...take you to the hotel / ...see the Director (我是來...接您/載您去飯店/見部長的)
- I am here for... our appointment / ...our meeting / ...the conference (我是為了...赴約/我們的會議/為了研習會來的)

### 噓寒問暖(問候)

- Did you have a good trip/flight/travel? (您的旅途還愉快嗎?)
- Did you enjoy your trip/flight/travel?
- How was your trip/flight/travel? (這次旅途如何?)

### 邀請下次再會面

- Please come to visit us again soon. (請再次來訪)
- I hope to see you soon. (希望很快再見面)
- Thank you for coming, I look forward to our next meeting. (期待下次會面)

### 結束對話

- Well, it was nice meeting you/, it is time for me to go/, I enjoyed my meeting with you.