

1. May I have your name, please?
2. Which company are you from?
3. Do you have an _____?
4. Would you please give me your _____?
5. Can I ask what you wish to see her _____?
6. I'll see if she's _____.
7. Would you please have a _____ and wait for a few moments?
8. Would you like coffee or tea?
9. _____ do you like your coffee?
10. Please have a seat over there. Mr. Anderson will _____ you in a few minutes.
11. Please _____ yourself to the biscuits.
12. Mr. Chan _____ you. I'll tell him that you're here.
13. Would you _____, please?
14. Mr. Lee is _____ / _____ at the moment and wants to know if your business is _____.
15. Did you receive the meeting _____ I sent you? Would you like to make any changes?
16. I'll _____ Name for you.

help	appointment	is expecting	How
get	see	seat	urgent
come this way	occupied	available	about
agenda	business card	engaged	