

The Office - Receptionist (C0063)

A: Good afternoon. May I help you?

B: Yes, I'm here to see Joanna Stevens. I have an appointment at four.

A: Certainly, may I take your name? I'll let her know you've arrived.

B: Sure, it's Josh O'Neil.

A: Ms. Stevens will be with you momentarily. Can I offer you something to drink?

B: Yes, a coffee would be nice, thank you.

A: Here you are. Ms. Stevens is ready for you now. I'll show you to her office, right this way.

A: Just watch your step here...

Key Vocabulary

certainly	<i>General Adverb</i>	with out doubt; of course
may I take your name	<i>phrase</i>	polite way to ask for someone's name
let (someone) know	<i>phrase</i>	tell someone
momentarily	<i>General Adverb</i>	in a very short time
be ready for you	<i>phrase</i>	is prepared to meet with you
show (some-one) to	<i>phrase</i>	show a person the way to a place
right this way	<i>phrase</i>	phrase you use to show someone the direction to walk

Supplementary Vocabulary

administrative assistant	<i>common noun, singular</i>	secretary
lobby	<i>common noun, singular</i>	the waiting area of a building
front desk	<i>common noun, singular</i>	the desk at the entrance of a building where the receptionist sits
field calls	<i>phrase</i>	receive and direct phone calls
switchboard	<i>common noun, singular</i>	a system used to connect phone calls to many different phone lines within a building