



詞彙 Phrase

週末	Weekends	昨天	Yesterday
平日	Weekdays	今天	Today
上個月	Last month	明天	Tomorrow
下星期	Next week	後天	The day after tomorrow
月初	Early this month	前天	Two days before
月中	Mid this month	三年前	Three years ago
月尾	End of this month		

短句 Sentence

代理: 下月初可以到陳彼德律師樓簽署買賣合約。
Agency: You can sign the "Agreement for Sale and Purchase" at the Peter Chan Law Firm early next month.

顧客: 無問題，5月2日或5月3日都可以。
Customer: No problem, 2nd of May or 3rd of May, both are Fine for me.

代理: 明天我將會通知業主的律師樓處理合約事宜。
Agency: I will contact the owner's law firm tomorrow for the handling of your agreement.

提示 Hint

最後一刻才通知你的顧客有關會面安排是不適當的。

It would be considered inappropriate to give a last minute call to arrange an interview with your customer.