



詞彙 Phrase

協助	Assist
建議	Advice
記下	Jot down
轉達	Transfer
詳談	Further discussion
對話	Conversation
放盤	Listings
與你見面	Catch up with you

短句 Sentence

文員: 午安! 美聯物業, 我係 Tony, 請問有乜可以幫到你?
Clerk: Good afternoon! Midland Realty. This is Tony, how may I assist you?

顧客: 我想查詢放盤事宜?
Customer: I would like to sell my flat; can you give me some advice, please?

文員: 請等一等, 我搵同事幫你。
Clerk: Please wait a moment. I'll transfer your call to our property consultant.

同事: 請你講一講你的單位資料給我知。
Staff: Could you give me more information about your flat?

同事: 我已經寫下, 如果可以的話, 請你到我們分行詳談。
Staff: I have jotted it down already. Would you mind coming to our shop for further discussion?

顧客: 無問題! 我明天下午3:00來找你, 再見!
Customer: Fine, I will meet you at 3pm tomorrow, see you!

提示 Hint

要注意面對客戶時, 需要用較禮貌的句子; 如: “可否知道你的名字嗎?” 較 “先生, 你叫什麼名字?” 比較好。

It is often more polite to phrase a request as a question. For example “Could I have your name, please” is more polite than “What is your name, sir/madam?”

參考網址: http://home.midland.com.hk/trn/english/movie_menu3.asp
如有任何疑問, 可致電美聯大學堂 2316 8383查詢。