



COPRORATE ENGLISH BASICS DIALOGUES AND IDIOMS

2- WORK PRESENTATIONS - At a company's front desk

Mr.Takada: Good morning , I am here to see Joan COOK **a phone conversation** (n.) : un entretien, téléphonique

Receptionist (Clara): Certainly, **may I** have your name, please? **a supplier** (n.) : un fournisseur

Mr.Takada : I am Tatsumo TAKADA **a business trip** (n.) : un voyage d'affaires

Receptionist (Clara): What time is your **appointment?** **a meeting room** (n.) : une salle de réunion

Mr.Takada : We **made an appointment** for 11.00 am **a team** (n.) : une équipe today

Receptionist (Clara) : Okay, just a second pleaseVery **to join** (v.) : rejoindre well Mr.TAKADA, please **have a seat** , she will be down in a moment ...

Mrs.Cook: Good morning Mr.TAKADA, I am Joan COOK, **to make an appointment** (v.) : convenir d'un rendez-vous

how do you do? **Straight ahead/on...** (exp.): Tout droit

Mr.Takada: Good morning Mrs. COOK, nice to meet you **At:** chez, à : *préposition locative fixe, précise (spatiale, temporelle, etc.) – At the work place, at two o'clock*

Mrs. Cook: I have been doing fine indeed, always lots to do here and there. What about yourself? **On:**

Mr.Takada: I am just back from south France where I met essential oils **suppliers**. It was a sunny and pleasant **business trip** indeed. 1. Sur, *préposition locative fixe au sens réel ou figuré*

Mrs.Cook: Lucky you! Here in Zurich we only have had cloudy skies for the last two weeks...**Would you care for** **How do you do?** (loc.adv): Enchanté! tea or coffee before we meet up with the project team members? **Please, have a seat** (loc.v.) : je vous en prie asseyez-vous...

Mr.Takada: Oh, why not? ... **I should certainly enjoy** a cup of red tea, thank you! **What about yourself ?** (exp.) : Vous concernant ?, et de votre côté ?

Mrs. Cook: Here you are...! Lets' join the group now. The meeting room is **straight on, at the end of** this corridor.... **Lucky you !** (exp.) : Quelle chance vous avez !

Would you care for, would you like (loc.v.): Aimeriez vous, souhaitez-vous?



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I should certainly enjoy (exp.polie) :
J'apprécierais beaucoup que/de

Here you are (loc.): et voila, tenez...

At the end of (loc.prep.): au bout/ à la fin de