

Besucher empfangen und betreuen

1. Do you have an appointment with somebody here?
2. Er hat einen Termin um 11 Uhr mit Frau Schmidt.
3. I'm afraid Ms Schmidt was called away on an urgent matter. Unfortunately, she won't be back until lunchtime. Would you like to wait, or shall we make a new appointment for you for this afternoon?
4. Er möchte lieber warten und fragt, ob er irgendwo hier mit seinem Laptop online gehen kann.
5. You can wait in our meeting room. There's a LAN-cable in there. My colleague will write down the access data for you. Can we get you anything to drink while you wait? Tea or coffee or water?