

As A Receptionist 接待员 — 2013 年 1 月 8 日

It's great to meet with you here once again. We are your hosts, Mark.

And I'M Wen-Jie. Hello Listener friends.

听友你好！

We want to help you with your English learning, but have fun with us at the same time. Sound Good?

Sound Good to me.

为了帮助你学习英语，我们制作丰富又有趣的英语世界节目。

Wen-Jie, You love what you do, right?

Oh, yes. I love English and I enjoy producing English programs.

Don't forget about our English World website, Wen-Jies blog and out twitter postings.

除了广播，英语世界还有网站，文洁的博客和微薄。

There's a lot to see and do, right?

Yes. And we enjoy every minute of it.

But mostly, we enjoy meeting and making friends with you, listener friend.

我们爱我们的工作，也希望和你交个朋友。

Welcome to English World.

The Way We Talk 日常口语

One key word today is: Receive

今天关键字之一是：receive 接纳接待接受。

This can be: receiving something or receiving somebody.

可以是接受什么东西，或接待某人。

Like, We received many emails from listeners.

我们收到听友许多电邮。

She has been received into the English Club.

她被接受加入了英语社团。

The noun of receive is, "Reception". It's the action of receiving or being received.

Reception 这个名词，意思也是：接待接纳，欢迎会。

For example, we can say, Let's have a reception.

让我们开个欢迎会。Let's have a reception.

Or, He receives a warm reception.

他得到热诚的欢迎。receives a warm reception.

There are other phrases relating to the word: reception.

其他相关的字还有：

Like: Reception desk (服务台), Reception room (客厅)

And the person who is working at the reception desk is called a "receptionist"-reception, plus i-s-t receptionist.

而在服务台，接待室工作的，叫做 receptionist 接待员。

A receptionist can answer phones, makes appointment, receives guests, and many more.

接待员需要听电话，做预订，欢迎客人等。

So, There are the key words: Receive, reception, and receptionist

Listener friends, in our organization, our receptionist is Ann.

我们机构的接待员，是 Ann。

She is our guest today in the feature: A Day in the Life.

她是我今天“访谈美人”单元的来宾。

Listen as Wen-Jie interview Anne about her work.

A Day In The Life Of 美人访谈

Interview: “My work as a receptionist 身为接待员” - with Anne

I: You always have a wonderful smile on your face.

I: How did you come to work here as a receptionist?

你是如何成为一个接待员的？

A: * Years ago, I was working at a bank. There was a learning session, someone says: Anne, you have a wonderful voice. You can be a good receptionist. And now I am working as one.

I: Phone etiquette and phone presence is important as a receptionist.

I: What is your work? What do you do?

你的工作包含了哪些层面？

A: * My main job as a receptionist is to answer the phone promptly, do very best with each call, make sure it gets to the person it needs, or help with what they're calling about.

I: You are multi-tasking many work.

从事多重的工作。

A: * Yes. My work also involves administration work, reporting, computer work, doing deposits.

I: You need to talk and interact with people, right?

工作上需要和人见面交谈沟通。

A: * There are people come to the door everyday for various reason. I'm the first person they talk to. So, it's important to have positive attitude.

I: What give you joy in your work? What makes it difficult for you?

在工作上，什么带给你快乐和难处？

A: * I enjoy the people I work with, not only the people in the office, but also people on the phone.

* They share about their lives, stories, histories. Those interesting things that otherwise I'll miss if I don't work here.

* The difficult thing is, occasionally, I get call from people who are not happy or not going to be happy no matter how much we try to help them.

- I: How do you see your role and your work in light of the whole organization and ministry?
你怎么看你自己在整个机构和事工的角色？
- A: *
- * I feel like a puzzle. I am one piece of many pieces. When we work together, there's a whole picture to see.
 - * The organization, Back To God, brings Gospel to people all around the world. Being a piece of that puzzle, I am helping to make that happen.
 - * I'm a little piece of that puzzle, and it's a worthwhile thing to do. I feel good when I go home at night, knowing that it's a good place to be and a good place to work.
- I: You are being so cool. You always brighten up our day. Thank you, Anne.

Words to Live By 圣经良言

Accept other believers who are weak in faith,

信心软弱的，你们要接纳。

and don't argue with them about what they think is right or wrong.

但不要辩论所疑惑的事。

Romans 14:1 罗马书

In this verse, the word: accept, also means to welcome, to "receive".

经文内的 accept，有欢迎，接纳的含义。

In another word, the writer Paul is saying: You are to welcome and to receive the fellow believers who don't see things the way you do.

写书信的保罗说，你们要接纳哪些也许看法和你们有不同的主内的信徒。

And you should not quarrel with them every time when they do or say something you don't agree with.

不要每次他们说什么做什么是你不赞同的，就和他们辩论吵架。

Believers of Jesus should accept each other and not argue on differences in minor things.

耶稣的信徒应该彼此接纳，不要在不重要的事上因为有不同意见而争论。

But instead, should build the relationships on truths that are of greater importance.

反而，应该建立关系在更重要的真理上。

Accept other believers who are weak in faith, and don't argue with them about what they think is right or wrong.

Romans 14:1

Our time is up for today.

今天时间又到点了

Don't forget, our key words today are: Receive, reception, receptionist.

我们的关键词是 Receive, reception, receptionist

If you have any questions on anything we talked about today, please write us, we'll be glad to answer you.

有任何疑问都欢迎你来信，我们一定回复

Write us! Both of us are waiting to hear from you!

写信给英语世界马可或郭文洁收

Until next time in English World. I am Mark, together with Wen-Jie.

改次再见了。May God Bless You!