

## Company visitors

### *Welcoming the visitor*

Hello, you must be ..... (name). Nice to meet you. I'm ..... (name).

Hello ..... (name). Nice to see you again. How are things?

Sorry to keep you waiting. | I hope you haven't been waiting long.

Welcome to our company. | Welcome to our office.

Come in. | Please, follow me. It's this way.

Let me introduce you to ..... (name). This is ..... (name).

Can I help you with your coat?

Take a seat, please.

Can I offer you something to drink? | Would you like something to drink?

...

### *Small talk*

It's good of you to spare the time.

How was your journey? | I hope you had a good journey.

Did you find our offices easily?

I hope you didn't have any difficulties finding our offices.

Is this your first visit? How do you like the city?

Where are you staying here?

...

### *The end of the visit*

Thank you very much for your visit. I'm glad we were able to meet.

Here's my card.

I hope we'll meet soon. | We must meet soon.

We'll look forward to seeing you again.

Say hello to ... (name).

Take care. | Have a good journey back!

It was nice to meet you.

Take care. | Bye. | See you.