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**The Receptionist/ The Telephonist**

**An Fáilteoir / An Guthání**



## The Receptionist/ The Telephonist

### An Fáilteoir / An Guthání

#### Greeting

Hello

Don't mention it!

Welcome

#### Help!

May I help you?

Could I help you?

What do you want please?

Who's speaking please?

Who do you want please?

Are you looking for someone?

Do you want to speak to someone?

Is it personal or official?

Please hold

#### Who's Calling ?

What is your name please?

What company are you from?

What organisation are you from?

What is your address, please?

Who are you looking for?

#### Signing the Book

Would you mind signing the book, please?

Please sign here

Write your name and surname

Your address and the date

#### Beannú

Dia dhuit/ dhaoibh

Ná habair é!

Tá fáilte romhat

#### Ag Cabhrú

An feidir liom cabhrú leat?

An bhféadfainn cabhrú leat?

Cad atá uiat, le do thoil?

Cé atá ag caint, le do thoil?

Cé atá á lorg agat, le do thoil?

An bhfuil tú ag lorg duine éigin?

An dteastaíonn uiat labhairt le dúní éigin?

An gnó pearsanta nó oifigiúil é?

Fan nóiméad, le do thoil

#### Cé atá agam?

Cad is ainm duit, le do thoil?

Cén comhlacht lena mbaineann tú?

Cén eagraíocht lena mbaineann tú?

Cén seoladh atá agat, le do thoil?

Cén duine a bhí uait?

#### Ag Síniú an Leabhair

Ar mhiste leat an leabhar a shíniú, le do thoil?

Sínigh ansin, le do thoil?

Scríobh d'ainm agus d shloinne

Do sheoladh agus an dáta