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## Unit 1

# Taking Reservations

**RESERVED**

# Vocabulary

01



1 reservation ['rɛzə'veɪʃn]  
預定



2 in one's name  
以某人的名字



3 party ['pɑːti]  
一群人



4 non-smoking  
['nɒn'smɒkɪŋ]  
非吸菸的



5 menu ['menjuː]  
菜單



6 take an order  
點餐



7 hold on ['hɒld ɒn]  
稍等



8 set meal [sɛt miːl]  
套餐



9 spell [spɛl]  
拼字



10 full [fʊl]  
飽足



11 contact number  
['kɒntækt 'nʌmbə]  
聯絡電話



12 available [ə'veɪləbəl]  
有空的；開放的



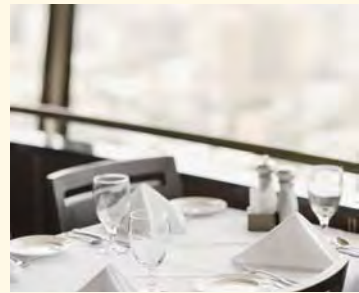
02



13 private room  
['praʊt rum]  
私人包廂



14 vegetarian  
['vʒdɪ3'tʒrʊn]  
素食者



15 a table by the window  
靠窗的桌子



16 cuisine [kwʊzin]  
菜餚



17 tableware ['tebɹwɹ]  
餐具



18 transfer [trʌns'fɹ]  
轉接



19 candlelit dinner  
['kʌndlɪt 'dɪnɹ]  
燭光晚餐



20 patio ['pʌtɪo]  
天井；露台



21 service charge  
['sɹvʒ tʌrdɪ]  
服務費

3

## 1 à la carte [A lɑ 'kɑrt]

照菜單點菜（每道菜分別訂價，有別於套餐）

- We serve a great variety of popular French dishes in set courses and **à la carte**.

進階學習

- menu 菜單 (n.)

## 2 service charge ['s"vʊ tʃɑrdʒ] 服務費 (n.)

- The **service charge** is included in the meal price.

進階學習

- tip 小費 (n.)
- charge 費用 (n.)

## 3 under the name of [ˈKndʒ Mʌ nem ʊv]

以……的名義

- Please book a table for three for 6:30 **under the name of** Ms. Jenny Johnson.

進階學習

- last name 姓氏
- first name 名字

## 4 on behalf of [Kɒ bə'hɔf ʊv] 代表（某人）

- Mr. Parker did not have his phone with him, so I called **on behalf of** him.

進階學習

- on one's behalf 代表某人

## 5 in one's name [ɪn wʌnz nem] 以某人的名字

- I have reserved a table **in your name**.

進階學習

- full name 全名 (n.)

## 6 terribly ['tɜrɪbəl] 非常地 (adv.)

- I'm **terribly** sorry. All the tables are booked tonight.

進階學習

- extremely 極度地 (adv.)



**conveyor belt sushi**

[k3nv'eQ bGlt 'suN]

迴轉壽司

**buffet**

[bu'fe]

自助餐

**steak house**

[stek haʊs]

牛排館

**fast food restaurant**

[fʃst fud 'rɒst3r3nt]

速食店

4

**7 transfer** [trʃs'f"] 轉接 (v.)

- I'm sorry we are so busy tonight. May I **transfer** your call?

進階學習

- re-dial 重撥 (v.)

**8 quarter** ['kwɔ:tə] 四分之一 (n.)

- I can't arrive by 9:00, but I can meet you at a **quarter** past nine.

進階學習

- sharp 整點 (adv.)

**9 past** [pʌst] (時間) 經過 (prep.) ; 過去的 (a.)

- It's twenty **past** one.

進階學習

- current 目前的 (a.)

**10 last** [lʌst] 最後的 (a.)

- We take **last** orders at 8:00 pm.

進階學習

- first 第一的 (a.)

11 **confirm** [k3n'f'm] 確認 (v.)

- Your reservation is **confirmed** for tonight.

進階學習

- make sure 確認

12 **party** ['pArt0] 一群人 (n.)

- How many persons are in your **party**, madam?

進階學習

- a party of ...  
為數……的一行人

13 **require** [r0'kwa0r] 要求 (v.)

- I'm afraid we **require** our guests to wear a suit and tie.

進階學習

- required  
必需的；必修的 (a.)

14 **reservation** [ˈrGzQ'veN3n] 預約 (n.)

- I'm afraid we don't take **reservations** for dinner.

進階學習

- reserve 預約 (v.)
- book 預定 (v.)

15 **main** [men] 主要的 (a.)

- I'd like a table in the **main** dining area.

進階學習

- private room  
私人包廂 (n.)

16 **hold on** [hold An] 等一下

- Please **hold on** for a minute.

進階學習

- wait a minute  
等一下





## More Expressions

### A Taking reservations

5

1

**Customer** I'd like to come to your restaurant for dinner tonight. Do I need to **book** a table?

**Host** Yes, madam. The restaurant is very busy, so you need to make a **reservation**.

2

**Host** How many are in your **party**, sir?

**Customer** Party of four, please. My wife and children will join me shortly.

3

**Customer** I'd like to book a table for myself and four other businessmen.

**Host** Certainly. I have **booked** you a table for five.

4

**Customer** My name is Smith. I should have a table ready.

**Host** I'm afraid you are not on the reservation list. When did you book it?

5

**Customer** I am looking for a restaurant that has a table in a **private room**.

**Host** I'm sorry, madam. We only have tables in the **main** dining room.

6

**Customer** I want a table for 6:00 this evening.

**Host** I'm **terribly** sorry, sir. All the tables are **reserved** tonight.

7

**Host** Ocean Café. May I help you?

**Customer** Yes, I want a table for tonight at 7:30.

8

**Host** Could you **spell** your **last name**, Mr. Kline?

**Customer** Sure. It's K-L-I-N-E.





## B Welcoming customers

6

9

**Host** Good evening, sir. Have you booked a table?

**Customer** Yes, it is **in my wife's name**, Mary Lee.

10

**Customer** Could we place our order now?

**Waitress** Certainly, sir. What would you like to eat?

11

**Waitress** Welcome. We are serving both **à la carte** and **set meals** this evening.

**Customer** I'd prefer the set meal so I don't have to choose each item.

12

**Host** Welcome ladies and gentlemen. If your reserved time is 8:00, please let us know as your table is ready.

**Customer** Oh, that's us! Our reserve time is now.

13

**Customer** Is there a **service charge** in this restaurant?

**Host** Yes, there is a service charge of \$10.

## A Multiple choice.

\_\_\_\_\_ ① **Waiter:** Good evening, sir. May I \_\_\_\_\_?

- Ⓐ place your order
- Ⓑ take your order
- Ⓒ make your order
- Ⓓ order for you

\_\_\_\_\_ ② **Customer:** Do you have a table for six?

**Host:** I'm afraid the restaurant is \_\_\_\_\_, sir. You might want to try later in the week.

- Ⓐ open
- Ⓑ terrible
- Ⓒ available
- Ⓓ full

\_\_\_\_\_ ③ **Customer:** I'd like to book a table, please.

**Receptionist:** I'll \_\_\_\_\_ your call to the reservations desk.

- Ⓐ transform
- Ⓑ trade
- Ⓒ transfer
- Ⓓ train

\_\_\_\_\_ ④ **Customer:** Can I book a private room for Tuesday night, please?

**Host:** Yes, sir, there is a private room \_\_\_\_\_. What is your name?

- Ⓐ available
- Ⓑ full
- Ⓒ inside
- Ⓓ valued

\_\_\_\_\_ ⑤ I have made a reservation \_\_\_\_\_ Adams.

- Ⓐ under the name of
- Ⓑ on the name of
- Ⓒ about the name of
- Ⓓ over the name of



## B Fill in the blanks.

- 1 麻煩一下，我想預定晚上七點的位子，我們有三位。  
I'd like to make a \_\_\_\_\_ for 7 p.m., please.  
There will be three of us.



- 2 我已經訂了六點在McMurdo的位。  
I've \_\_\_\_\_ a table for McMurdo at six.



- 3 我們要求客人於正式場合中要穿西裝打領帶。  
We \_\_\_\_\_ guests to wear a suit and tie for formal functions.



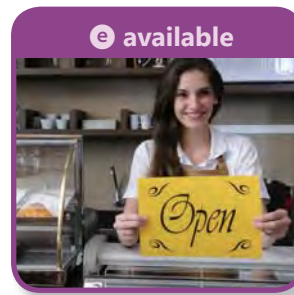
- 4 我們謹代表Rydgcs餐廳的全體員工，誠摯地歡迎您的光臨。  
On \_\_\_\_\_ of all of the staff here at Rydgcs Restaurant, we would like to welcome you.



- 5 我想點沙拉和烤洋芋，我可以單點嗎？  
I want to order a salad and a baked potato.  
Can I order \_\_\_\_\_?



**C Matching: Choose the best verb or verb phrase for each definition.**



- \_\_\_\_\_ 1 to wait a little bit longer
- \_\_\_\_\_ 2 when a waiter asks what you want to eat and writes it down
- \_\_\_\_\_ 3 when you call one person on the phone, and then they connect you to another person
- \_\_\_\_\_ 4 open to use
- \_\_\_\_\_ 5 to say or write the letters of a name