

การพัฒนาทักษะภาษาอังกฤษเพื่อการทำงาน
DEVELOPING ENGLISH SKILLS FOR THE WORKPLACE



การทักทาย

Good morning. / Good afternoon. / Good evening.

Hello.

Hi.

บอก	ตอบ
Nice to meet you.	Nice to meet you, too.
Nice to see you. Nice to see you again.	Nice to see you, too.
I'm <u>glad</u> to see you. (happy / pleased)	I'm <u>glad</u> to see you, too. (happy / pleased)

การไถ่ถามสารทุกข์

-กรณีเจอกันครั้งแรก

ถาม	ตอบ
How do you do?	How do you do?

-กรณีทั่วไป

ถาม	ตอบ
How are you? How have you been? How is it going?	I'm <u>fine</u> . (good / great / very well)

การขอบคุณ

Thank you.

Thanks.

ถามกลับ

And you?

การบอกลา

Good-bye.

See you in the **evening**.

Bye.

See you **tomorrow**.

See you.

See you next **week**.

See you **later**.

Good night.

การอวยพร

บอก	ตอบ
Have a nice / good day. Have a nice / good evening. Have a nice / good weekend.	Thank you , you too. Thanks , you too.



บทสนทนาตัวอย่าง

บทสนทนาที่ 1

Wakun : Good afternoon. I'm Wakun Junjajan.

Anna : Good afternoon. I'm Anna Bell. Nice to meet you, Wakun.

Wakun : Nice to meet you, Anna.

บทสนทนาที่ 2

Wakun : Hello, Sandra.

Sandra : Hi, Wakun.

Wakun : How are you?

Sandra : I'm fine, thank you. And you?

Wakun : Good, thanks.

บทสนทนาที่ 3

A : Good-bye. See you tomorrow.

B : Bye. See you.

บทสนทนาที่ 4

A : Good night.

B : Good night. Have a good day.

A : Thank you. You too.



แต่งบทสนทนา



เกริ่นก่อนแนะนำตัวเอง

May I introduce myself?

Let me introduce myself.

I would like to introduce myself.

แนะนำตัวเอง

My name is ชื่อ-นามสกุล.

I am ชื่อ-นามสกุล.

I am an intern.

I work as ชื่อตำแหน่งงาน.

I work for ชื่อสถานที่ทำงาน.



ประโยคตัวอย่าง

ตัวอย่างที่ 1

My name is Wakun Junjajan.

I am an intern.

I work as a secretary.

I work for Nikon (Thailand) Company Limited. (Co., Ltd. = Company Limited)

หรือ

My name is Wakun Junjajan.

I am an intern.

I work as a secretary at Nikon (Thailand) Company Limited.

ตัวอย่างที่ 2

My name is Wakun Junjajan.

I am an intern.

I work as an accountant in the department of Accounting and Finance at BBC Company.



แต่งประโยคแนะนำตัวเอง

What department does which job? Match each job from the column on the left to a company department from the column on the right:

- | | |
|--|-----------------------|
| ____ 1. puts the product into boxes? | A. Training |
| ____ 2. pays wages and salaries? | B. Production |
| ____ 3. plans how to promote products? | C. Marketing |
| ____ 4. has systems to prevent mistakes? | D. Purchasing |
| ____ 5. looks after the equipment? | E. Personnel |
| ____ 6. deals with complaints? | F. Packaging |
| ____ 7. manufactures the products? | G. Sales |
| ____ 8. sends invoices to customers? | H. Accounts |
| ____ 9. buys equipment? | I. Payroll |
| ____ 10. arranges credit facilities? | J. Distribution |
| ____ 11. helps staff develop new skills? | K. Customer Service |
| ____ 12. sends products to the customer? | L. Financial Services |
| ____ 13. buys media space? | M. Quality |
| ____ 14. recruits new staff? | N. Advertising |
| ____ 15. sends representatives to visit customers? | O. Maintenance |



การขอและบอกข้อมูลส่วนบุคคล

Could I have your _____, please? (name / email address / mobile phone number)



บทสนทนาตัวอย่าง

Clerk : Could I have your name, please?

Wakun : Yes. It's Wakun Junjajan.

Clerk : Your email address, please?

Wakun : It's wakun@rbru.ac.th.

Clerk : And your mobile phone number, please?

Wakun : It's 081-625-7899.

การขอให้สะกดคำ

How do you spell your _____? (first name / last name / family name / surname / nickname)



บทสนทนาตัวอย่าง

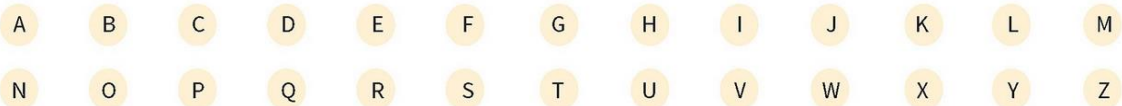
Wakun : Hello. My name is Wakun Junjajan.

Clerk : How do you spell your **first** name?

Wakun : W-A-K-U-N.

Clerk : And how do you spell your **last** name?

Wakun : J-U-N-J-A-J-A-N.



การขอให้พูดซ้ำอีกครั้ง

Could you repeat that again, please?

Is that _____.



บทสนทนาตัวอย่าง

Clerk : Is that 081-625-7899.

Wakun : Yes. That's right.



การถามทางและบอกทาง

ถาม
Can you tell me the way to (ชื่อจุดหมาย)? How do I get to (ชื่อจุดหมาย)? Where is (ชื่อจุดหมาย)? Is there (ชื่อจุดหมาย) near here?

ตอบ
I will show you. This way, please.
It's on the (ชั้น) floor. (ground / first / second / third / fourth / fifth)
Go up stairs. Go down stairs.
Please use the <u>escalator</u> . Please use the <u>lift</u> . (elevator) Take the <u>elevator</u> up to the <u>fifth</u> floor. Take the <u>elevator</u> down to the <u>first</u> floor. The lift is overloaded!
You will see _____.
There is one on the <u>second</u> floor.
It's on your <u>left</u> . (right) It's on the corner.
It's (ทิศทาง) the (ชื่อสถานที่). It's between the (ชื่อสถานที่) and the (ชื่อสถานที่).

ถาม	ตอบ
How far is (ชื่อจุดหมาย) from here?	It's about (ตัวเลข) minutes from here.
Is it far from here?	No, it's just a (ตัวเลข)-minute walk.

