SP of table reservation

1 greet the guest and offer help—(good morning, Meiwei Restaurant. May I help you?)

--yes, I want to reserve a table.

2 ask about number of people and time of the dinner—(ok, how many people is the table for? And when will you come?)

--a table for 4 on Friday evening at 7 o’ clock.

3 to check if there are needed tables—(please wait a moment, let me check if there are any tables available. Oh, yes. I can arrange that. )

--thank you.

4 ask about the name of the guest and telephone number.—(may I know your name and telephone number?)

--yes, this is John Smith, my telephone number is 12345.

5confirm the details with the guest—(ok, Mr Smith, a table for 4 at 7 Friday evening. Hope to see you then. Good bye)

--thank you. Bye.