教室

**1. Greeting 問候**

* Good morning, class.
* How are you today?
* Let’s get ready for class.

**2. Attendance 點名**

* Is everyone here today?
* Who is absent today?
* Please answer “Here” when I call your name.

**3. Classroom Management 課堂秩序**

* Please sit down.
* Be quiet, please.
* Eyes on me.
* Listen carefully.
* Raise your hand to speak.
* Don’t run in the classroom.

**4. Instructions 指令**

* Take out your books.
* Open your book to page 10.
* Put away your homework.
* Work with your partner.
* Line up at the door.
* Clean up your desks.

**5. Praise & Encouragement 鼓勵**

* Good job!
* Well done!
* I’m proud of you.
* Keep trying!

**6. Daily Reminders 日常提醒**

* Don’t forget your homework.
* Bring your books tomorrow.
* Please keep the classroom clean.
* Remember to be kind to your classmates.

**7. Closing 結尾**

* That’s all for today.
* See you tomorrow.
* Have a nice day!

行政辦公室

**📞 接待家長 / 電話**

* Good morning. How can I help you?
* Could you leave a message?
* Thank you for calling. Have a nice day.

**🏫 接待學生**

* What’s your name and class?
* Please give this note to your teacher.
* You need to go back to class now.

**💊 健康 / 請假**

* Are you feeling sick?
* Do you need to see the nurse?
* I will call your parents.

**📑 行政事務**

* Please sign here.
* Hand this paper to your teacher.
* The meeting starts at 3 p.m.

**🚪 結束對話 / 禮貌用語**

* Thank you for coming.
* Have a good day.

學生朝會

**🎤 開場（開始集會）**

* Good morning, everyone.
* Please line up quickly and quietly.
* Welcome to today’s assembly.

**🙏 整隊／提醒秩序**

* Please stand straight and face forward.
* Remember to stay quiet.
* Eyes on the stage, please.

**🎶 國歌／校歌／升旗（如果有）**

* Please stand up for the national anthem.
* Let’s sing the school song together.

**📢 發表／講話**

* Let’s welcome our principal/teacher to give a speech.
* Please give him/her a big hand. (鼓掌)

**✅ 結尾**

* That’s the end of our assembly.
* Please go back to your classrooms quietly.
* Have a great day at school!

**🎤 School Assembly Script**

* **1. Opening 開場**
* Good morning, everyone.  
  Please line up quickly and quietly.  
  Let’s get ready for our school assembly.
* **2. Greeting 問候**
* Good morning, teachers and students.  
  Welcome to today’s assembly.  
  I’m happy to see all of you here.
* **3. National Anthem / School Song 升旗、唱歌**
* Now, please stand up for the national anthem.  
  Let’s sing together.
* **4. Announcements 公告**
* Today, we have a few announcements.  
  First, remember to keep our school clean.  
  Second, please be kind and helpful to your classmates.  
  And third, do your best in class every day.
* **5. Guest / Principal’s Speech 來賓或校長講話**
* Now, let’s welcome our principal to give a speech.  
  Please give him/her a big hand. 👏👏👏
* **6. Closing 結尾**
* That’s the end of our assembly.  
  Thank you for your attention.  
  Please go back to your classrooms quietly.  
  Have a wonderful day at school!