

TALKING ON THE PHONE

Lets practice how to make a phone call:

DIALOGUE 1

Meeting call!

Person A: Hello, this is _____. May I speak to _____, please?

Person B: Hi, this is _____. Speaking.

Person A: Oh, hello! I hope I'm not calling at a bad time.

Person B: No, not at all. How can I help you?

Person A: I just had a quick question about _____.

Person B: Sure, what would you like to know?

Person A: I wanted to confirm the time and location.

Person B: The meeting is at 10 a.m. in the conference room on the second floor.

Person A: Great, thank you so much. I appreciate it.

Person B: You're very welcome. See you tomorrow!

Person A: See you then. Have a nice day!

Person B: You too. Goodbye!



DIALOGUE 2

Wrong number!!

Person A: Hello, is this _____?

Person B: I'm sorry, I think you have the wrong number.

Person A: Oh, I apologize. Thank you!

Person B: No problem. Goodbye.

Person A: Goodbye.



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DIALOGUE 3 Talking with a friend!!

Person A: Hi _____, it's _____. How are you?

Person B: Hey! I'm good, thanks. What about you?

Person A: I'm doing fine. I just wanted to say hi and see how things are going.

Person B: That's sweet! Things are okay. Work is busy, as usual.

Person A: Yeah, same here. I miss hanging out with you.

Person B: Me too! We should meet soon.

Person A: Definitely. Maybe this weekend?

Person B: Sure, let's plan something!

Person A: Great! I'll text you later with some ideas.

Person B: Sounds good. Talk to you soon!

Person A: Bye!

Person B: Bye!

