

Nama :

Kelas :

No :

Calling a Business Partner (Menelepon Rekan Bisnis)

Mr. Alex dari PT. Jaya Abadi menghubungi PT. Abdi Sejahtera untuk berbicara dengan Mr. Haris yang bekerja di perusahaan tersebut.

Urutkan percakapan tersebut dengan benar.

Receiver : Good morning, Mr. Haris.
You have an incoming call from Mr.
Alex. Will you receive it?

1

Receiver : Good Morning. PT
Abdi Sejahtera, Rahayu
speaking, how can I help you?

2

Mr. Alex : Good morning, Ms. Rahayu.
I am Mr. Alex from PT. Jaya Abadi.
Can I speak to Mr. Haris, your
director?

3

Receiver : Just a minute,
please Mr. Alex. I will put you
through

4

Mr. Haris : Yes, please.
Thank you

5