



Basic English Dialogs



- Write the words in the correct spaces. Listen to check your answers.

<p>DIALOG 1</p>  <p>taking a message</p>	<p>John: Hello?</p> <p>caller: Hello, could I _____ Louise?</p> <p>John: Sorry, she's not at home. Would you like to _____ a message?</p> <p>caller: Yes, please tell her Sharon _____.</p> <p>leave called speak to</p>
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<p>DIALOG 2</p>  <p>wrong number</p>	<p>John: Hello?</p> <p>caller: Hi, Shop-Right _____?</p> <p>John: I'm sorry, you have the _____ number.</p> <p>caller: Is this _____?</p> <p>555-0114 wrong Supermarket</p>
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<p>DIALOG 3</p>  <p>Hi, John!</p>	<p>John: Hello?</p> <p>caller: Hello, _____?</p> <p>John: Yes, _____ is John.</p> <p>caller: Hi, John! It's Susan _____!</p> <p>John this calling</p>
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PHONE CONVERSATIONS



is not available. / Hold on a moment. / I will call her again later.
/ May I speak to Derek? / Would you like to leave a message?
I can't hear you. / Can you call again later? / I will get back to you.



Jack: Hi, this is Jack speaking.....

.....
Maria: Yes, sure. I will get him.

Jack: Thank you so much.

Peter: I want to talk about the concert with you.

Mary: Sorry honey. I am busy now but.....

.....
Peter: OK, then. See you.

Defne: Hi, sweetie. How are you?

Mary: Fine, honey. I am in the bus and

.....
I will call back, ok?

Defne: OK, bye.

Angel: Hello, Angel is speaking. May I speak to Ms. Stone?

Harry: Sorry but she.....

.....
Angel: OK, Thank you.

Emma: Hi, is Sara there?

Brian: I am afraid. She is not here. She is at school now.

Emma: OK.....

Sofia: Hi, This is Sofia calling, is Lisa in?

Secretary: She is not here.....

.....
Sofia: Could you please ask her to call me?

Secretary: Of course.

Bob: Hi, this is Bob speaking. Is Richard there?

Sam: Yes, he is but he is not available now.
.....?

Bob: Sure, thanks.

Mrs. Spring: May I speak to Mrs Tale?

Jane: Ok.....

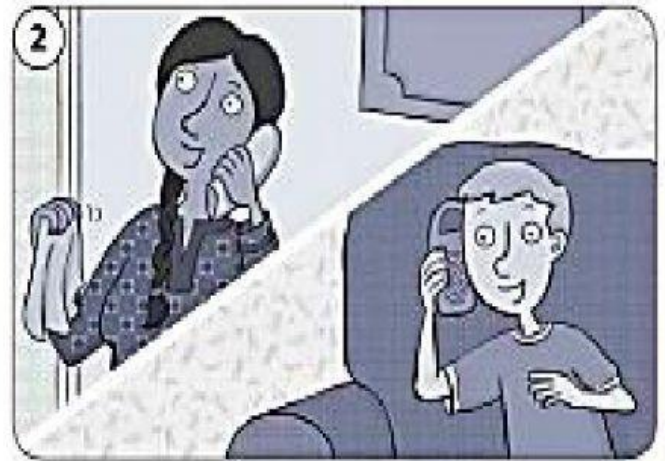
Mrs. Spring: Thank you. I am waiting.

II. Fill in the gaps with the words

It's speak Hello please you calling here Hold on



Mum Hello
Peter Hello. Can I _____ to
Alif, _____ ?



Mum Yes, of course. Who's
_____, please?
Peter _____ Peter _____.



Mum _____ a minute, please.
Peter OK, thanks.



Mum Alif. The phone. It's for
_____ !
Alif I'm coming, Mum! Thanks.



Choose the correct one.

Secretary: Good morning, EnTouch Company.(1) _____?

Ryan: Hello, Ryan speaking. (2) _____ to

Mr.Jackson please?

Secretary: (3) _____ the phone,please. I'll put you
through.

Ryan: Thank you.

Secretary: (4) _____.

Don't hang up

You're welcome

How may I help you?

Could you put me through