



★ calling

★ a message

★ How can

★ available

★ Please

★ questions

★ call back

★ 081 9764488

★ Program

★ Thank you!

Conversation

Receptionist : Sinsiri Resort, this is Macha, _____ I help you?

Caller : Hello, may I _____ speak with Stephan?

Receptionist : May I ask who is _____?

Caller : Yes, this is Cindy from Mahajak company.

Receptionist : Stephan is not _____ at the moment, can I take
_____?

Caller : Yes, could you please tell Stephan to send over the
_____ for the seminar next week?

Receptionist : Sure, I will let Stephan know. And if Stephan has any
_____, could he give you a _____?

Caller : Yes, Stephan can call me back at _____
until 6 pm today.

Receptionist : Thank you, I will give Stephan your message and he will
call you back if he has any questions.

Caller : _____

Receptionist : You're welcome!

