

## English for Business – Unit 2 Vocabularies and Phrases

1. May I help you?

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2. Thanks for calling.

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3. Leaving a message.

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4. Who writes the memo?

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5. Attending a meeting.

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6. Go straight ahead.

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7. Turn on your left.

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8. Take a right turn.

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9. I'd like to speak to the Sales Manager.

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10. Could you repeat your number again?

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By: Prof. Rj