

English for Business – Unit 2 Vocabularies and Phrases

1. May I help you?

2. Thanks for calling.

3. Leaving a message.

4. Who writes the memo?

5. Attending a meeting.

6. Go straight ahead.

7. Turn on your left.

8. Take a right turn.

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

10. Could you repeat your number again?

By: Prof. Rj