

Phone Expressions

Calling

1. Greet

Hi / Hello / What's up?
Good morning / afternoon / evening

2. Introduce yourself

I'm Cindy.
This is Cindy.

3. Reason

I'm calling to invite you to _____.
A party / the movies / my house
Is Cindy there?

4. If the person is not there

Can I leave a message?
Ask Cindy to call me, my number is _____.



Answering

1. Greet

Hi / Hello / What's up?
Good morning / afternoon / evening

2. Introduce yourself

Cindy speaking.
This is Cindy.

3. Respond the request

Just a minute / moment.
Hold on.
I'm sorry she / he is not here.
Would you like to leave a message?

4. Finish the call

I'll let Cindy know you called.
Thanks for calling. Good bye.