

Office vocabulary – Administrative Management

Classify the expressions according to the category. Drag and drop the expressions

If you give me your name and number...

Just a moment please, I transfer your call to...

Could you give me some information?

So, I'll see you.. on Tuesday at 12 :30.

What (time, date) would be best for you?

What's your name, please?

Just a moment please, I will connect you

I'd like some information on – about...

Asking for name and number...

Transfer a call...

Requesting information...

Setting an appointment...

Choose the sentences in the correct order to create a conversation

Match the expression with its meaning

How may I help you?		Why do you want to talk to him?
Out of the office		Now
When to expect him?		This is the company's name
At the moment		How can he contact you? (What is your telephone number?)
What this is in regards to?		Can i help you?
Personal matter		Her last name is spelled with 2 letter l's, not one
Two l's		When he comes back
<i>Bt systems</i>		Private thing. She doesn't want to tell the receptionist
As soon as he returns		Not here
How can he reach you?		When will he come back?