



★ calling  
★ available  
★ call back  
★ Thank you!

★ a message  
★ Please  
★ 081 9764488

★ How can  
★ questions  
★ Program

### 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!

