

LEARNING UNIT # 2 / Customer Service

CUSTOMER SERVICE



1. Customer service scripts for greetings

- ✓ "Good afternoon! Lego Customer Service, [YOUR NAME] speaking. How may I help you?"
- ✓ "Welcome to Lego Customer Service. My name is [INSERT NAME]. How can I help you?"
- ✓ "Good afternoon! You're through to Lego Customer Service. My name is [INSERT NAME]. How may I help you today?"
- ✓ "Good afternoon! You're through to Lego Customer Service, how can I help you?"

Other questions that can be used in a greeting:

- "How may I be of service?"
- "What can I assist you with?"
- "What may I assist you with?"



2. Asking More information from Customers

- ✓ “Could you please tell us more about the problem you’re facing? For how long have you been troubled by this? Have you taken any step yourself?”
- ✓ “Could you please confirm your order ID/delivery address/complaint number?”
- ✓ “In order to serve you better, I just need some more information. Could you please tell me for how long have you been troubled by this?”

3. Customer Service : Empathy / Apologizing

Empathy



- “I’m sorry to hear about your problem. It should not have happened that way. Let me fix this for you.”
- “I can completely understand why you’re so upset. I can assure you such issues are not repeated ever again.”
- “You’re a valuable customer to us and your frustration is completely valid. Anyone in your place would feel the same. I assure you quickest resolution to the problem.”
- “Your anger is totally justified as anyone else would feel the same way.

Apologizing

- ✓ “Hi Hellen, we sincerely apologize for the inconvenience caused to you due to that. Let us fix the issue immediately.”
- ✓ “Hello Robinson, I am sorry to hear about that. You should not have had to go through it.”

- ✓ “Hey Kirsten, we feel bad for the unpleasant experience you had to go through. We’re sorry and let us fix the issue immediately.”



concluding a conversation

- ✓ “Is there anything else I can help you with?”
- ✓ “Thanks for calling and if you have any additional questions, please call us again.”
- ✓ “Thanks for calling [COMPANY NAME]. Have a good day.”
- ✓ “You’ve been speaking with [ADVISOR NAME] today. Thank you for contacting [COMPANY NAME]. Have a great day.”
- ✓ “Apologies once again for any inconvenience caused. Thank you for your call.”
- ✓ “Thank you for calling. Have a good day!”
- ✓ “If any other questions arise, please feel free to contact us at any time. Thanks so much for calling. Goodbye.”
- ✓ “Thank you very much for your time, [CUSTOMER NAME], and thanks for calling [COMPANY NAME]. We look forward to working with you in the future. Have a great day!”
- ✓ “Thank you for calling [CUSTOMER NAME], your feedback is extremely valuable to us. Please don’t hesitate to call us again if you have any questions.”
- ✓ “It’s great that we have answered your questions today. Thanks for calling [COMPANY NAME]. Have a wonderful day.”
- ✓ “I’m very pleased that we’ve been able to help you today [CUSTOMER NAME], please call again if you need help.”

LET'S LISTEN FOR SPECIFIC DETAILS **TASK#1**



Activity # 1: Listen to the **dialogue** and then choose the correct option. **PLAY THE AUDIO TWICE ONLY** (Do not stop it to answer questions).

EXERCISE ①	Based on the audio, the delivery arrived_____. A) on time B) 3 days earlier C) 3 days later D) only 1 day later 
EXERCISE ②	What happened with the delivery? The driver_____. A) couldn't find the house B) confused the customer's house C) got sick at the boarder D) was delayed at the boarder
EXERCISE ③	According to the audio, the customer was _____. A) dissatisfied B) satisfied C) confused D) pleased

EXERCISE 4	According to the audio, the customer has _____. A) never bought online B) never experienced a delivery problem C) has had the same problem lots of times D) has had the same problem a couple of times
EXERCISE 5	Based on the audio, the customer service representative _____. A) did not apologize B) transferred the phone call C) didn't figure the customer's problem out. D) assured the customer that situation won't happen again. 

LET'S LISTEN FOR SPECIFIC DETAILS - TASK #2



Activity # 1: Listen to the **dialogue** and then choose the correct option. **PLAY THE AUDIO TWICE ONLY** (Do not stop it to answer questions).

EXERCISE ①	What seems to be the problem with the order? The customer_____. A) didn't like the TV B) asked for a discount C) said the TV set was damaged D) ordered a couple of TV sets more
EXERCISE ②	Based on the audio, the customer _____. A) has reported the problem several times B) will get a discount on his next purchase C) asked the customer service representative out D) discussed with the customer service representative

LET'S LISTEN FOR SPECIFIC DETAILS - TASK # 3



Activity # 1: Listen to the **dialogue** and then drag and drop the correct option.
PLAY THE AUDIO TWICE ONLY (Do not stop it to answer questions).

overcharged

invoice

order

amount



Dialogue

A: Hello, John. I'm calling about a mistake on our _____. It looks like you have _____ us by 50 pounds.

B: I'm sorry about this. Our Account's Department must have made a small mistake when they processed your _____. We'll issue a corrected invoice immediately.

A: I tell you what. Could you just subtract the extra _____ from the next invoice?

B: Certainly. I apologize again for the mistake.

A: It's all right. Have a nice day.



LISTENING SKILLS
by teacher Marlon

LET'S LISTEN FOR SPECIFIC DETAILS - TASK # 4



Activity # 1: Listen to the **dialogue** and then complete the statements below. **PLAY THE AUDIO TWICE ONLY** (Do not stop it to answer questions).

1. The customer wants to _____.
2. The customer wants to _____ the customer service.
3. The customer wants to buy a _____.
4. The manager asked the customer to _____.

LET'S LISTEN FOR SPECIFIC DETAILS TASK # 5



Activity # 1: Listen to a **check-in dialogue** and then identify **hotel facilities**. **PLAY THE AUDIO ONLY TWICE** (Do not stop it to answer questions).

EXERCISE ①	Nicky will stay at the hotel for _____. A) three weeks B) two nights C) three nights D) One night 
EXERCISE ②	Based on the dialogue, Nicky will stay in the room number _____. A) 209 B) 307 C) 408 D) 503
EXERCISE ③	Based on the dialogue, the room is _____. A) on the first floor B) next to the elevator C) in front of the swimming pool D) on the fifth floor
EXERCISE ④	Based on the dialogue, the swimming pool _____. A) opens at noon B) is out of service C) is on the fifth floor D) is open 24 hours

EXERCISE 5	According to the audio, the towels _____. A) are dirty B) have an extra charge of \$10 C) are on a shelf in the room D) cannot be used in the swimming pool 
EXERCISE 6	According to the audio, the room does not have _____. A) air-conditioning B) a queen-size bed C) a minibar D) a coffee maker
EXERCISE 7	What facility can be used after 7:00 o'clock? The _____. A) swimming pool B) gym and spa C) souvenir shop D) terrace
EXERCISE 8	Based on the audio? The elevator is _____. A) broken B) brand new C) working very well D) small but fast  LISTENING SKILLS by teacher Marlon