



## Spelling names and saying numbers

### Dialogue 1: Booking a Business Appointment

**Receptionist:** Good morning! This is Global Solutions. How can I help you?

**Client:** Hi, I'd like to book an appointment with Mr. Johnson.

**Receptionist:** Sure! May I have your full name, please?

**Client:** Yes, it's **Daniel Torres**.

**Receptionist:** Can you spell that for me?

**Client:** Sure! **D-A-N-I-E-L T-O-R-R-E-S.**

**Receptionist:** Thank you! And your phone number?

**Client:** It's **+44 789 456 321**.

**Receptionist:** Got it! Your appointment is confirmed.

## Dialogue 2: Registering for a Business Conference

**Organizer:** Welcome to the International Marketing Conference! Can I have your name, please?

**Attendee:** Yes, it's **Sophia Mendes**.

**Organizer:** Could you spell that for me?

**Attendee:** Of course! **S-O-P-H-I-A M-E-N-D-E-S**.

**Organizer:** Great. Now, what's your phone number in case we need to contact you?

**Attendee:** It's **+1 305 678 9090**.

**Organizer:** Thank you, Sophia! Enjoy the conference.

## Dialogue 3: Making a Business Call

**Secretary:** Hello, this is Wilson & Co. Who am I speaking with?

**Caller:** Hi, my name is **Michael Reed**, and I need to speak with Mr. Wilson.

**Secretary:** Of course, Michael! Can you spell your last name for me?

**Caller:** Sure! **R-E-E-D**.

**Secretary:** Thank you! And your contact number?

**Caller:** It's **+33 612 345 678**.

**Secretary:** Perfect! I'll let Mr. Wilson know you called.

### Extra practice ideas

- Have students **role-play** these dialogues in pairs.
- Give them **different names and phone numbers** to practice spelling and numbers.
- Challenge them to **write down** what they hear when their partner spells a name or says a number.