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Consulting & Solutions



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.

LIVEWORKSHEETS

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.

LIVEWORKSHEETS