

Name.....

No.

Exercise: Complete the conversation with correct sentence.

Conversation 1

Hello. May I speak to Saowapak, please?

Please tell her to call me back.

Can I leave a message?

Who's calling, please?

Would you spell your name, please?

A:

B: I'm sorry. She's just gone out.

A: Sirima speaking.

B:

A: Sirima S-I-R-I-M-A.

B: Yes sure.

A: Thank you.

B: You're welcome.



Conversation 2

Would you speak slowly, please?

I will make an appointment

Would you say that again, please?

May I help you?

your surname, please?

A: Good morning. Onapa speaking.

B: I'm Maitri from Krabi.

A:

B: My name's Maitri from Krabi.

A: You speak English very well and

B: Rattanasan.

A: Just a moment.

B: R-A-T-T-A-N-A-S-A-N. Rattanasan. Is it clear?

A: Yes.

B: I would like to see your manager tomorrow morning.

A: tomorrow morning.

B: Thank you. Good bye.

A: Good bye.