Phone Expressions

Calling

1. Greet

Hi / Hello / What´s up?
Good morning/ afternoon / evening

2. Introduce yourself

I´m (Cindy)

This is Cindy.

3. Reason

I´m calling to invite you to _____.

A party / the movies / my house

Is Cindy there?

4. If the person is not there

Can I leave a message?

Ask Cindy to call me, my number is _____.

Answering

1. Greet

Hi / Hello / What´s up?
Good morning/ afternoon / evening

2. Introduce yourself

Cindy speaking.

This is Cindy.

3. Respond the request

Just a minute / moment.

Hold on.

I´m sorry she / he is not here.

Would you like to leave a message?

4. Finish the call

I´ll let Cindy know you called.
Thanks for callina. aood bue.