



CUSTOMER SERVICE

<https://idiomas4everyone.wixsite.com/tutor>

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Dos and don'ts

1



DOS

A SPECIFIC PRODUCT IS UNAVAILABLE



Don't say:

Phrases containing "not in stock,"
"unavailable," or "I can't."
Instead, use positive language.

1. Unfortunately, this product is discontinued. But I get why you like it. Here's a link/number to a similar range that our customers switched to [share a link/phone number].
2. We're expecting the item to be delivered any time soon. We can let you know when it reaches our warehouse. What is the best method of contacting you? *
3. We're expecting the item to be delivered any time soon. I recommend to contact (company in charge) to explore this option.

2

THE CUSTOMER GETS A FAULTY OR A WRONG PRODUCT



Don't say:



"You'll get a new one in 10 working days." Ask if this is what they want first.
"Are you sure your kid didn't break it?"
Let's avoid blaming the customer.

DOS

Yes 1. I'm sorry to hear that the product you ordered didn't arrive in the expected condition. We usually take great care when packaging our products so that they're safe in transportation. Can I request/send you a new one right now?

3

YOU HAVE TO SAY NO TO THE CUSTOMER



Don't say:



"We'll take a look!" Don't give false hope when clearly the new feature is ludicrous.

DOS

Yes 1. I am afraid we can't provide this product/accessory, but I recommend to contact (company in charge) to explore this option.

4

THE CUSTOMER ASKS COMMON CUSTOMER SUPPORT QUESTION



DON'T SAY:



DOS

Yes 1. Sure, I can help you with the installation. Here's a step-by-step guide [refer the customer to the website/call center] on how to do it. Would you like me to assist you, or can you take it from here?

5

YOU HAVE TO DEAL WITH A DIFFICULT CUSTOMER



Don't say:



"Sorry, but..." It's better not to interrupt.

"Okay, but I gave you a discount!" It's not helpful if you get angry. Just sit back and say nothing.

DOS 1. [Nothing before they vent their anger.]



Yes 2. I understand how upset you must be, and I apologize that this has happened. Would you give me a chance to sort this out for you?

Source: <https://www.tidio.com/blog/customer-service-scenarios/>

Informal

can

Can I sit down?

Can I have this?

Can I call you?

Polite

could

Could I sit down?

Could I have this?

Could I call you?

Formal

may

May I sit down?

May I have this?

May I call you?

Polite

would

Would you mind if I sit?

Would you mind if I take this?

Would you care if I call you?

MODAL VERBS 1

Can

1. Ability / Inability I can speak English
2. Informal permission can I open the window?
3. Informal request can I have a glass of water?
4. Possibility Anyone can become rich and famous
Can, could, may and might are modal verbs that
Can be used to give permission or deny permission

Must / Have to
With must the speakers are giving their own feelings, saying what they think is necessary. With have to the speakers are not giving their feelings, they are just giving facts

May / might
we often read that 'might' suggests a smaller possibility than 'may', there is in fact little difference, and 'might' is more usual than 'may' in spoken English.

Can't / mustn't
We use can't to express that something is logically impossible. Mustn't expresses an obligation: a prohibition is a negative obligation (not to do something)

Have to
Obligation (based on a law or rule, the speaker Orly says that an obligation exists and doesn't impose an obligation) I have to wear a uniform in my school
"Have got to" is also common in an informal style

Don't have to
It is not necessary to do something, you can do it if you want but it is not necessary
She doesn't have to finish her composition tonight

"May," "might," and "could"
"May," "might," and "could" are used almost interchangeably to express the possibility that something will happen.

REMEMBER:
"Could not" vs. "Might not"
"Could not" suggests that it is impossible for something to happen. "Might not" suggests you do not know if something happens.

May

1. Possibility
He may run the marathon this year
2. Polite permission or request
May I go now? Yes, you may

Might

Might is most commonly used to express Possibility. English speakers can also use "might" to make suggestions or requests, but this is less common in American English.
Be careful, you might fall!

LEARN THE MODAL VERBS



No



Yes



Customer Service Communication Pro Tips

Here's what to **stop saying** and **start saying**!



That's not possible.

What I can suggest is...

Is your phone number...?

What's the best way to reach you?

It's not my/our fault.

It does seem that this is a problem with...

Let me see if they are aware of the problem.

Is your current address...?

Please verify your current address.

If I were you...

What I would recommend...

Are you sure?

That's unusual. Could you please tell me how I can reproduce this?

Unfortunately.../But.../Can't...

What I can do for you is...

It's not my job.

Please tell me how I can be of assistance.

What you should do...

What I can do for you is...

You don't seem to understand.

Please allow me to clarify any confusion.

I don't know/I'm not sure.

Please let me place you on hold while I do some research.

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Conscious Communication: Words That Work

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