

Basic English Dialogs



TELEPHONE



- Write the words in the correct spaces. Listen to check your answers.

DIALOG 1



taking a message

John: Hello?

caller: Hello, could I _____ Louise?

John: Sorry, she's not at home. Would you like to _____ a message?

caller: Yes, please tell her Sharon _____.

leave

called

speak to

DIALOG 2



wrong number

John: Hello?

caller: Hi, Shop-Right _____?

John: I'm sorry, you have the _____ number.

caller: Is this _____?

555-0114

wrong

Supermarket

DIALOG 3



Hi, John!

John: Hello?

caller: Hello, _____?

John: Yes, _____ is John.

caller: Hi, John! It's Susan _____!

John

this

calling

PHONE CONVERSATIONS



is not available. / Hold on a moment. / I will call her again later.
 / May I speak to Derek? / Would you like to leave a message?
 I can't hear you. / Can you call again later? / I will get back to you.



Jack: Hi, this is Jack speaking.....

Maria: Yes, sure. I will get him.

Jack: Thank you so much.

Peter: I want to talk about the concert with you.

Mary: Sorry honey, I am busy now but.....

Peter: OK, then. See you.

Defne: Hi, sweetie. How are you?

Mary: Fine, honey. I am in the bus and.....

I will call back, ok?

Defne: OK, bye.

Angel: Hello, Angel is speaking. May I speak to Ms. Stone?

Harry: Sorry but she.....

Angel: OK, Thank you.

Emma: Hi, is Sara there?

Brian: I am afraid. She is not here. She is at school now.

Emma: OK.....

Sofia: Hi, This is Sofia calling, is Lisa in?

Secretary: She is not here.....

Sofia: Could you please ask her to call me?

Secretary: Of course.

Bob: Hi, this is Bob speaking. Is Richard there?

Sam: Yes, he is but he is not available now,.....?

Bob: Sure, thanks.

Mrs. Spring: May I speak to Mrs Tale?

Jane: Ok.....

Mrs. Spring: Thank you. I am waiting.

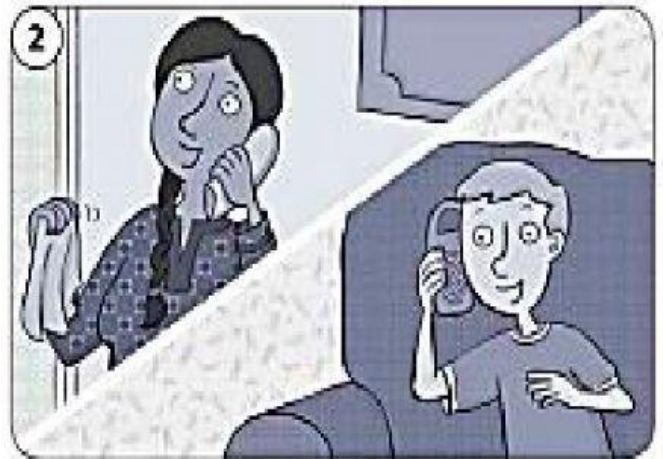
II. Fill in the gaps with the words

It's speak Hello please you calling here Hold on



Mum Hello

Peter Hello. Can I _____ to
Alif, _____ ?



Mum Yes, of course. Who's
_____, please?

Peter _____ Peter _____.



Mum _____ a minute, please.

Peter OK, thanks.



Mum Alif. The phone. It's for
_____ !

Alif I'm coming, Mum! Thanks.



Choose the correct one.

Secretary: Good morning, EnTouch Company.(1) _____?

Ryan: Hello, Ryan speaking. (2) _____ to

Mr.Jackson please?

Secretary: (3) _____ the phone,please. I'll put you
through.

Ryan: Thank you.

Secretary: (4) _____.

Don't hang up

You're welcome

How may I help you?

Could you put me through