

Office vocabulary – Administrative Management

Classify the expressions according to the category. Drag and drop the expressions

If you give me your name and number...

Just a moment please, I transfer your call to...

Could you give me some information?

So, I'll see you.. on Tuesday at 12 :30.

What (time, date) would be best for you?

What's your name, please?

Just a moment please, I will connect you

I'd like some information on – about...

Asking for name and number...

Transfer a call...

Requesting information...

Setting an appointment...

Choose the sentences in the correct order to create a conversation



Match the expression with its meaning

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|-----------------------------|--|--|
| How may I help you? | | Why do you want to talk to him? |
| Out of the office | | Now |
| When to expect him? | | This is the company's name |
| At the moment | | How can he contact you? (What is your telephone number?) |
| What this is in regards to? | | Can i help you? |
| Personal matter | | Her last name is spelled with 2 letter l's, not one |
| Two l's | | When he comes back |
| <i>Bt systems</i> | | Private thing. She doesn't want to tell the receptionist |
| As soon as he returns | | Not here |
| How can he reach you? | | When will he come back? |