English for Business – Unit 2 Vocabularies and Phrases

1. May I help you?

_____

2. Thanks for calling.

_____

3. Leaving a message.

_____

4. Who writes the memo?

_____

5. Attending a meeting.

_____

6. Go straight ahead.

_____

7. Turn on your left.

_____

8. Take a right turn.

_____

9. I'd like to speak to the Sales Manager.

_____

10. Could you repeat your number again?

_____

By: Prof. Rj

LIVEWORKSHEETS