

# Telephoning in English

by Peter D. Johnson

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# Telephoning In English Coursebook

**Chao Zhang**



## **Telephoning In English Coursebook:**

*Telephoning in English Coursebook* B. Jean Naterop, Rod Revell, 1997-05-08 A comprehensive course developing practical telephone skills Suitable for self study

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Answering the phone Beginning a call Ending a call Connecting people Messages 1 Messages 2 Communication problems Appointments and arrangements Recorded information Messages 3 Telephone conferences Review

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receive calls if you work on reception leave messages find out about another company and talk about your own company chase people i e people who have not followed up your requests deal with difficult calls and callers and improve your telephone manner use the telephone while working on a help desk or helpline resolve language difficulties i e when you cannot understand the other person s English improve your pronunciation use resources on the Internet to improve your listening skills The book concludes with a chapter of useful phrases There is a brief introduction for trainers on how to teach telephone and helpdesk skills within a Business English course

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