



Telephone Conversations in English

Formal

Good morning.

Could you hold on a moment, please?

I'm sorry, she is out of the Office today.

Thank you for calling.

May I ask who's calling, please?

I'm trying to contact, please wait...

I'm afraid my English not good, please...

I'm afraid he's in a meeting.

He's free in the afternoon after about two.

I would like to make a reservation, please

Informal

Is ... there?

Hello, George's phone

Who is it?

I'll ask her to ring you when ... gets back.

Hang on a second

I can't hear you very well.

I'll let ... know that you rang.

Just a minute...

Okay, wait a moment please

Speak to you again soon

Telephone English

SJ Ball



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