

LESSON 6. TELEPHONING

1. a) Useful phrases and sentences

Speaking

Mr. Brown calling.
Who is calling, please?
The line is engaged.
Mr. Brown is on the other
line.
I'll see if he is in.

Mr. Brown is not available.
Mr. Brown is out at the
moment.

Could you take a message?
Could I leave a message?

Hold on, please.
Hold the line, please.
Is there any message?
I'll call back later.
Who's this?
Go ahead, please.
Hang on a minute.

Слушаю

говорит Мистер Браун.
Кто звонит (говорит)?
Номер занят.
Мистер Браун говорит по
другому телефону.
Я сейчас посмотрю, у себя
ли он.

Мистера Брауна сейчас
нет.

Вы не могли бы передать
ему мою просьбу?

Подождите, пожалуйста.
Не кладите трубку,
пожалуйста.
Ему что-нибудь передать?
Я позвоню ещё раз позже.
Кто говорит?
Говорите, пожалуйста.
Подождите минутку.

Could you speak up, please.

I can't get through.

What number are you calling from?

You have got the wrong number.

Вы не могли бы говорить громче?

Не могу дозвониться.

По какому номеру Вы звоните?

Вы набрали неправильный номер.

b) Examples

A. Hello! Mr. Cooper's office. What can I do for you?

B. Can you connect me to Mr. Cooper, please?

A. Who is calling?

A. This is Mr. Wolf.

B. Just a minute .I'll see if he is in the office. I am putting you through. Go ahead, please.

A. Thank you.

2. Spell the following names

Christopher Miller, David Turner, Gregory Alford, James Baldwin, Catherine Becker, Sara Fane, Dorothy Finch, Mary Foster ,Alice Brooks.

3. Read the following numbers

34765

982645786

477223564

5688324

4467239687

563288899

4. Fill in the blanks

- Hello? Is that Alice Brooks?
- Yes! Hello? Who's ?
- It's Nick. Nick Turner.
- Oh, hi, Nick! I didn't recognize your voice.? ?
- I'm OK, thanks, Alice. Is Cathy in?
- Yes, she must be in. Could you? I'll just get her.
- OK, thanks.

A. Insurance company.?

B. Could I speak to Mr. Bush, please?

A. I'm afraid Mr. Bush is at the moment .Would you like to hold on? Your name was?

B. Carter, Mr. Carter. Yes, I will

5. Say it in English

- 1) Кто говорит?
- 2) Вам звонят из страховой компании.
- 3) Я слушаю.
- 4) Вы набрали неправильный номер.
- 5) Подождите минуточку, я посмотрю на месте ли она.
- 6) Могу я передать ей что-нибудь?
- 7) Я позвоню позже.
- 8) К сожалению, директор занят.

6. Answer the following questions

- 1) What is your phone number?
 - 2) How many telephone calls do you generally make a day?
 - 3) How many of them are business calls?
 - 4) How many of them are private calls?
 - 5) Could you live without a phone?
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7. What do you say on the phone when

1. Somebody asks for your boss and you are not sure if he is in
2. You call and wish to speak to...
3. You call the wrong number
4. You are talking to your colleague and your boss enter the room