



Talking on the Phone

CIRCLE
the phrases
that you would only use
in **casual** phone
conversations.
(talking to friends)

Calling

Answering

1. Greetings

- Hello.
- Good morning/afternoon/evening.
- Hey. / Hi. / What's up?

2. Introducing yourself

- This is Maria (calling).
- I'm calling from Yugang Middle School.
- I'm Hyun-soo's friend/teacher/doctor...
- It's Maria.

3. Saying your reason for calling

- I'm calling to...
- I'd like to...
- I need some information about...
- Is Maria there? / May I (please) speak to Maria?

4. If the person is not there

- Could you (please) give him/her a message (for me)?
- Can I leave a message?
- Please tell him/her that...
- Please ask him/her to call me. My number is...
- I will try again later.
- Do you know his/her cell phone number?

Saying good-bye

- Okay, thank you / thanks!
- Good-bye! / Bye!
- Catch you later! / Talk to you later! / Talk to you soon!

2. Introducing yourself

- This is Maria (speaking).
- Maria speaking.

3. Asking who is on the telephone

- Who's calling, please?
- May I ask who's calling, please?

4. Responding to a request to speak to someone

- Just a minute/moment (please).
- Let me check if he/she is here.
- I'm sorry. He/she isn't here at the moment. / isn't available at the moment. / is at (a meeting).

5. Taking a message

- Can I take a message?
- Would you like to leave a message?
- Should I ask him/her to call you back?
- Okay, I'll make sure he/she gets the message.
- Okay, I'll be sure to pass that along.

