

Telephone Calls - Useful Phrases

You can use the following phrases on the phone:

- Hello, speaking/ Hello, this is ... speaking.
- I would like to speak with ... please.
- I'd like to speak with someone from the ... department please.
- Could I speak to the manager please?
- I'm calling about...
- I'm returning the call from...
- Just a moment please/ Can you hold on please?
- I'll put you through to...
- I'm afraid he is not available.
- I'm afraid she is out of office.
- Could I leave a message please?
- I'll tell him as soon as he returns.
- Who's speaking please?
- Could you spell that please?
- Could you repeat that please?
- I'm afraid I can't talk right now. Can I call you straight back.
- Thanks for calling. Goodbye.


ZEP

Zugang zu höherer Bildung & Entwicklung von Perspektiven



Gefördert aus Mitteln des Europäischen Sozialfonds und des Bundesministeriums für Bildung, Wissenschaft und Forschung



 Bundesministerium
Bildung, Wissenschaft
und Forschung