

## BUSINESS ENGLISH

### Match the headings with an appropriate dialogue

(to make it more demanding, you may want to cut out the dialogues and the students should order the sentences first)

1. Beginning a call
2. Checking information
3. Asking the caller to hold
4. Asking the caller to leave a message
5. Making sure you understand
6. Ending a call

### Interview 1

I'd like to speak to Max Reed, please.

Just one moment. I'll connect you ... You are through now.

Max Reed speaking.

Hi Max. Simon here.

Hi, Simon. How are you?

Fine. And you?

# Business English Dialogues

**Mohd Mursalin Saad**



## **Business English Dialogues:**

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**Information and Educational Engineering** Hsiang-Chuan Liu,Wen-Pei Sung,Wenli Yao,2015-06-11 This book contains selected Computer Management Information and Educational Engineering related papers from the 2014 International Conference on Management Information and Educational Engineering MIEE 2014 which was held in Xiamen China on November 22 23 2014 The conference aimed to provide a platform for researchers engineers and academic      50 Easy

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Speak 2 David Burke, 2000 The Slangman Guide to STREET SPEAK 2 teaches you more popular American slang and idioms that everyone uses every day If an American said to you Could you please crack the window you are NOT being asked to break the window which is indeed the literal meaning You are simply being asked to Open the window a little Or if someone tells you to Knock it off or Cut it out that just means Stop doing that he Slangman Guide to STREET SPEAK 2 contains popular chapters on slang and idioms associated with The Workplace Shopping House guests Babysitting Birthday Parties The Subway Aches Pains The Telephone The Slangman Files a special section in each chapter with slang idioms used in categories

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## **Business English Dialogues** Book Review: Unveiling the Power of Words

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