

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

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