

Conversations on the Phone

Telephone conversations

It is common that English speakers make phone calls either for business reasons or personal affairs. These are expressions you can use in your conversations on the phone.

- You 've reached company/department.
- How can I help you?
- Can I speak to Mr/Mrs.....?
- Could I speak to, please?
- Who shall I say is calling?
- Who's calling, please?
- Who's speaking?
- It's Mr/Mrs... here.
- It's Mr/Mrs... speaking.
- Mr/Mrs... speaking.
- Please hold and I'll put you through.
- Just a second. I'll see if s/he is in.
- Hang on for a moment.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

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