

SPEAKING SKILLS

MODULE 6

EVERYDAY TRANSACTIONS 4

Sub: Transactions

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4. TELEPHONING IN ENGLISH

- **Introducing yourself**

- 1. Hey Arun. It 's Dhanya calling (informal)
- 2. Hello! This is Arun calling
- 3. Hello! It is Arun from the Department of English here.

- **Asking to speak with someone**

- 1. Is Arun there, please! (informal)
- 2. Can I talk to your sister (informal)
- 3. May I speak with Mr. Arun, Please!

CONNECTING SOMEONE

- 1. Just a sec. I'll get him (informal)
- 2. Hang on one second (informal)
- 3. Please hold and I 'll put you through to his office
- 4. One moment please!

MAKING SPECIAL REQUESTS

- 1. Could you please repeat that?
- 2. Would you mind spelling that for me?
- 3. Could you speak up a little please?
- 4. Can you call me back?
- 5. Can you please hold for a minute?