

TELEPHONE CONVERSATIONS

FORMAL



Good morning, High tech industries, Emily speaking. How may I help you



Good day to you, I am calling to speak with Mr. Johnson.



I am afraid that Mr. Johnson is in a meeting all morning, can I ask who is calling please?



This is Mr. Williams, a client with whom he has been dealing.



Thank you, Mr. Williams, would you like to leave a message?



No, thank you. Could you please have him return my call at his earlier convenience.



Of course, that won't be a problem. Was there anything else I could help you with, Sir?



That will be all, thank you for your time.



The pleasure is all mine. Good day, Sir.

INFORMAL



Hey John!



Hey, how's it going?



Great. I was just calling to see if you wanted to meet up this weekend?



Yeah, I'd love to. Where were you thinking?



I thought we could go to that bar we like.



OK, I'll meet you there at 8 pm on Friday. Did you need anything else while I've got you on the line?



No, nothing else, I'll see you on Friday.



Catch you later, good to talk to you.



Bye.

Telephone Conversation

AW Chickering



Telephone Conversation:

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