

# Telephoning in English

by Peter Jones

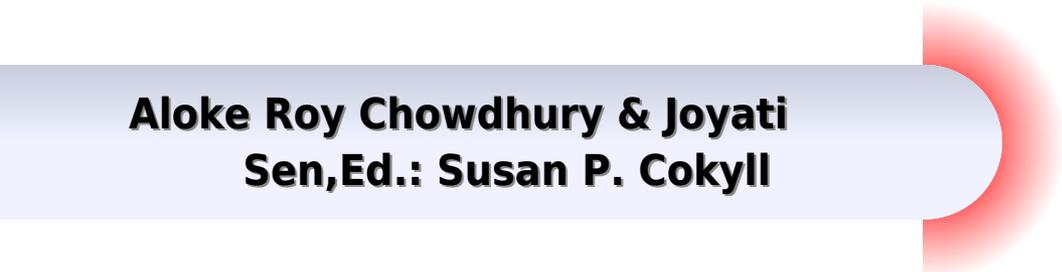
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# Telephoning In English Coursebook

**Aloke Roy Chowdhury & Joyati  
Sen, Ed.: Susan P. Cokyll**



## **Telephoning In English Coursebook:**

**Telephoning in English Coursebook** B. Jean Naterop, Rod Revell, 1997-05-08 A comprehensive course developing practical telephone skills Suitable for self study *Express Series English for Telephoning* David Gordon Smith, 2015-10-08 Please note that the Print Replica PDF digital version does not contain the audio English for Telephoning is part of the EXPRESS SERIES It is the ideal quick course for anyone who needs to make effective telephone calls in a business context It can be used to supplement a regular coursebook on its own as a stand alone intensive specialist course or for self study English for Telephoning is suitable for learners at pre intermediate to intermediate levels *Essential Telephoning in English Student's Book* Barbara Garside, Tony Garside, 2002-08-22 Essential Telephoning in English is a short course in telephoning skills for pre intermediate to intermediate learners of Business English **English for Telephoning** David Gordon Smith, 2007 English for Telephoning teaches students strategies for communicating by telephone and trains them how to sequence a conversation The course builds up students confidence to communicate effectively during a telephone call English for Telephoning has six units which deal with specific areas related to communicating by telephone including spelling over the phone and leaving and taking messages Skills become more advanced as the course progresses Exercises in every unit allow students to review their telephone English learn new expressions and practise core grammatical structures publisher's website [Essential Telephoning in English](#) Barbara Garside, 2012 Essential Telephoning in English is a short skills course for adult learners of Business and general English Its 11 core units cover a wide range of communication skills such as beginning and ending a call taking messages dealing with problems making appointments and communicating information The course enables learners to check their progress with three consolidation units as well as an end of course review unit This resource is aimed at pre intermediate and intermediate learners of business and general English It has been designed primarily for use in class but is also suitable for self study This set includes a teacher's book student's book and audio CD ROM Table of contents Answering the phone Beginning a call Ending a call Connecting people Messages 1 Messages 2 Communication problems Appointments and arrangements Recorded information Messages 3 Telephone conferences Review **Essential Telephoning in English Teacher's book** Barbara Garside, Tony Garside, 2002-08-22 Essential Telephoning in English is a short skills course for adult learners of Business and general English Its 11 core units cover a wide range of communication skills such as beginning and ending a call taking messages dealing with problems making appointments and communicating information The course enables learners to check their progress with three consolidation units as well as an end of course review unit It has been designed primarily for use in class but is also suitable for self study **Activate Your English Pre-intermediate Teacher's Book** Barbara Sinclair, 1996-02-29 Activate Your English is a short course for adults **Telephone and Helpdesk Skills** Adrian Wallwork, 2014-06-19 If you are a non native English speaker and make telephone calls as part of your work then this book is for you By applying the suggested guidelines

you will stand a much greater chance of making an effective telephone call You will learn how to prepare for a call both psychologically and from an English language point of view receive calls if you work on reception leave messages find out about another company and talk about your own company chase people i e people who have not followed up your requests deal with difficult calls and callers and improve your telephone manner use the telephone while working on a help desk or helpline resolve language difficulties i e when you cannot understand the other person s English improve your pronunciation use resources on the Internet to improve your listening skills The book concludes with a chapter of useful phrases There is a brief introduction for trainers on how to teach telephone and helpdesk skills within a Business English course

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