

Telephoning



◇ Dialogue

- A. Sandy, could you help me contact these people?
B. Sure, what do you want me to tell them?
- A. Well, I need to confirm the time of their classes.
B. OK. Where can I find their phone numbers?
- A. They are all listed here on this sheet of paper.
B. Is it their home, office or cell phone number?
- A. Unless it's market differently, it's their home numbers.
B. Alright. What if I can't get a hold of them by phone?
- A. Then, you should e-mail them with the information.
B. Where can I find their e-mail addresses?
- A. They should have them listed on their resumes.
B. And if there aren't any e-mail addresses?
- A. Then send them a SMS on their cell phone.
B. OK. That sounds easy enough. Have you called any of them yet?

A. Yes. I called the first three people on the list, but they didn't pick up.

B. Did you leave a voice message?

A. I left a voice message on one... just for the first person on the list.

B. I see. What did you tell her?

A. I told her that she should call me back at my office number.

B. OK. So maybe I should call her again.

A. Yes, that sounds like a good idea. She might not get the other message in time.

B. One more question. It looks like some of these numbers are long-distance. Do you have a calling card that I can use to get through them?

A. Sure. You can use this one. The pin number is written on the back of the card.

B. Alright. Thanks a lot. Don't worry. I'll take care of it.

A. Great work. I'm off to the weekend! See you on Monday.

B. See you!

◇ Useful Expressions

1. Is this your office number or your phone number?
2. This pin number doesn't seem to be right.
3. Most people rarely use public phones anymore.
4. Did you see that crazy man in the phone booth?
5. If I don't answer my phone, you can leave me a voice message.
6. I've had five prank phone calls in the last three weeks!
7. I must have the wrong number.
8. If that's a long distance phone call, you'll have to make that outside.

◇ Vocabularies

Landline-

A telephone line that travels over terrestrial circuits

Example:

"a land line can be wire or fiber optics or microwave"



English Teachers On Call

Telephone number- The numerical code that is used in calling a particular telephone

Example: "he has an unlisted telephone number"

Extension- A mutually agreed delay in the date set for the completion of a job or payment of a debt

Example: "they applied for an extension of the loan"

Transfer- Move from one place to another

Example: "transfer the data" "transfer the patient to another hospital"

Calling card- A distinguishing characteristic or behavior

Example: "bombs are a terrorist's calling cards"

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