

# Lesson 1 Making and receiving calls

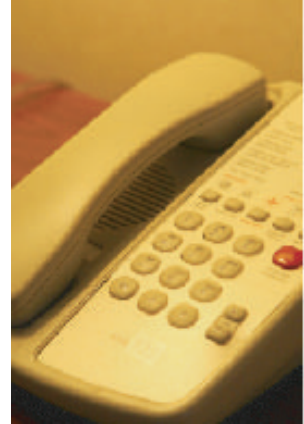
## Making phone calls

### Expressions

I'd like to speak to Mr. Johnson, please.

ジョンソンさんとお話したいのですが。

- Could I speak to Mr. Johnson?  
ジョンソンさんとお話させていただきますか？
- I'm trying to contact Mr. Johnson.  
私はジョンソンさんと連絡を取ろうとしています。



### Let's talk

teacher: aim-talk. Good afternoon.

student: Hello, I'd like to speak to Mr. Johnson please.

teacher: I'm sorry he's in a meeting now.  
Would you like to leave a message?

student: No. I will just call back. What time will his meeting end?

teacher: It will be finished around 4pm.

student: Alright, thank you for your help. Have a great day.

### Questions

1. Where is Mr. Johnson?
2. What time will the meeting end?
3. What will you do so you can talk to him?

## Stating your name

### Expressions

This is Mr. James Morris from aim-talk.

エイムトークのジェイムス モリスです。

- James Morris speaking.  
ジェイムス モリスです。
- This is he.  
わたくしです。

### Let's talk

teacher: Good morning. Could I speak to Mr. Morris, please?

student: James Morris speaking.

teacher: Oh, hello, Mr. Morris. This is Mr. Johnson from ABC company.  
How are you today?

student: I'm doing great, thanks. So how may I help you today?

teacher: I'm calling to inform you that our meeting will be tomorrow at 3 pm.

student: 3pm is fine with me. I'll see you tomorrow then.

### Questions

1. Who is making a business phone call?
2. What expression did Mr. Morris use to state his name?

Let's try

Please complete the following conversations

1. Secretary : Good morning. Sales Department.  
How may I help you?

David: I'd like to \_\_\_\_\_ Mr. Kato.

2. Rob Daniels : Good evening! I'm trying to reach Mr. Kato.  
Mr. Kato : \_\_\_\_\_ speaking.

3. Secretary : ABC company. Good afternoon.

John : Could I \_\_\_\_\_?

Secretary : I'm afraid Mr. Smith is out for lunch, Mr. Kato.

Would you \_\_\_\_\_?

John: Yes, please tell him to return my call. Thank you.

4. Robert: Johnson: ABC company. Good morning.

Tom: Good morning! Could I \_\_\_\_\_?

Robert : \_\_\_\_\_ he.

Tom : Hello, Mr. Johnson.

I'm calling to confirm our meeting on Thursday.