

14 Taking Messages

Vocabulary

client	依頼者
just in case	もしもの時のために
return	帰社、戻り
area code	市外局番
spell	綴り
let me repeat	繰り返します
contact number	電話番号
That's correct.	それで合っています。

Dialogue

Secretary: Mr. Anderson is with a client. May I take a message for him?

Robert: Yes. Please tell him I have received his proposal and asked him to return my call.

Secretary: Can you spell your name please?

Robert: That's Robert R-O-B-E-R-T, Morgan M-O-R-G-A-N.

Secretary: Does Mr. Anderson have your contact number?

Robert: Yes, but just in case, it's area code (210) 531-6784.

Secretary: Let me repeat your name and number.

Mr. Robert Morgan (210) 531-6784.

Robert: That's correct.

Secretary: I'll make sure he gets the message.

A blue speech bubble with a white heart icon and the word "Questions" written in yellow.

1. Are any of your calls at work in English? If so, what type of calls do you make in English?
2. What are some advantages and disadvantages of using a phone when doing business?

A blue speech bubble with a white heart icon and the word "Expressions" written in yellow.

1. **May I take a message for him?**
Would you like to leave a message?
Do you have a message for him?
Should I have him return your call?
2. **Can you spell your name please?**
How do you spell your name?
What's the spelling of your name?
Can you spell that for me?
3. **Does Mr. Anderson have your contact number?**
Is there a number he can reach you at?
What is your phone number?
Can you repeat your phone number?



Situation

Look at these business cards. These people call and ask for your boss. With your partner, talk about their reasons for calling your boss.

