

## BASIC PHONE MESSAGES

### CALLING A FRIEND

*(ring, ring)*

A: Hello?

B: Hello. Can I speak to John?

A: This is John. (This is he.)

B: Do you want to see a movie today?

A: Sure. What time?

B: Why don't we meet in front of the theater at 12 noon?

A: Okay. I'll see you then.

B: Bye.

### CALLING A COMPANY

*(ring, ring)*

A: Good morning. ABC Company. Mary speaking. How can I help you?

B: Can I speak to John/Mr. Smith/the manager?

Mr. Smith ['mɪs-tər], for a man  
Ms. Smith [mɪz], for a woman  
Mrs. Smith ['mɪ-səz], married woman

A: He's away from his office. Can I take a message?

B: Will he be back later this afternoon?

A: Yes, he will be.

B: Okay. I'll call back later.

A: Good-bye.

B: Bye.