



## TELEPHONE ENGLISH

**First of all, I suggest to stay calm when talking to someone in English on the phone. Here are some common situations we can use to practice.**

1. You have to make a call to make a reservation - specify as many details as possible.
2. You have to talk to someone to arrange your next holiday in Britain / Canada / USA / Australia, etc. Ask about lodging, places to visit, programs in general.
3. You call your friend but he/she is not at home and you have to leave a message...
4. Be ready to get a message for someone on the phone. Be ready to be able to participate actively in a conversation even when you answer the phone.

**Check the following websites to have some elements for the lesson.**

[http://www.audioenglish.net/english-learning/english\\_dialogue\\_hotel\\_room\\_service\\_1.htm](http://www.audioenglish.net/english-learning/english_dialogue_hotel_room_service_1.htm)

[http://esl.about.com/od/businessspeakingkills/a/t\\_vocab.htm](http://esl.about.com/od/businessspeakingkills/a/t_vocab.htm)

[http://esl.about.com/od/businessspeakingkills/a/t\\_tips.htm](http://esl.about.com/od/businessspeakingkills/a/t_tips.htm)