

conversational expression /
situation ; telephone

会話表現⑤ 電話の会話

電話を掛けるときは「Hello. This is ~」と名乗り、「Can I speak to ~ ? / Is ~ in?」と言って話したい人によって貰いましょう。

応対時には「Hello.」と応え、相手が名乗らない場合には「Can I tell him who's calling, please?」と尋ねましょう。

当人と代わる場合は「Hold on, please. I will get him(or her) for you. / I will put you through.」、不在の場合は「~ is out at the moment. / ~ is not in for now.」と伝えます。

今日の表現

Today' Expression

Can I speak to Maki,
please?

マキさんとお話することは
できますか?



Exercise 1 Repeat each sentence after your teacher.

先生に続いて、重要表現をリピートしましょう!

1 Can I speak to Maki, please?
マキさんとお話することはできますか?

2 Mr. Townsend is out at the moment.
タウンSENDさんは現在外出しております。

3 Hold on, please. I will get her for you.
少しお待ちください。彼女に代わりますね。

4 Cathy is not in right now.
キャシーは今おりません。

5 Can I tell him who's calling please?
お名前をお伺いしてもよろしいでしょうか?

Check the grammar

Hello. **This is** ~. Can I **speak to** ~? Can I tell him **who's calling**, please?

~ is **out** at the moment. or ~ is **not in** for now. **Hold on**, please.

I will get ~ for you. or I will **put you through**.

Exercise 2 Sort the words and build sentences.

単語を並べ替えて、完成した文章を読みましょう！

1 (like to / would you / leave a message)?

2 (tell him / could you / back / to call me)?

3 (hello. / Alex Miller / this is).



Answers

1 Would you like to leave a message?

2 Could you tell him to call me back?

3 Hello. This is Alex Miller.

Exercise 3 Answer the following questions. Try to explain your thoughts in sentences.

次の質問に答えましょう。文章であなたの考えを説明してみましょう！

1 How will you handle a conversation if you are going to order a pizza delivery on the phone?

2 What is considered rude in a phone conversation?



Additional Lesson

How will you handle the situation if you are receiving a call from a customer who is making a complaint?