

電話を代わるとき、つなくときの表現



**Lesson Objectives**

Tell a caller you will put them through to a particular person

電話を代わります・つなぎますと伝える

Introduce yourself on the phone

電話で自分の名前を伝える

Connect a call

電話をつなぐ

**Exercise 1** Repeat after your teacher with a smile.

先生の後に続いて笑顔で読みましょう。

1	Question	Answer
	Hello. Can I speak to Mr. Murphy?	Yes, can I tell him who's calling, please?
	Hello. Can I speak to Ms. Swan?	Please hold and I'll put you through.

2	Question	Answer
	Good morning. This is Takashi Tanaka from XYZ company.	Hi Takashi. I'm Catherine.
	Good afternoon. This is Rina Ito of KYG Corporation.	Good afternoon, Rina. I'm Mark.

3	Question	Answer
	Hold on, please. I will get him for you.	Thank you.
	Please stay on the line while I transfer your call.	Yes, please.
	Hold on, please. I will connect you to her.	I appreciate it.

## Exercise 2

Role-play: Teacher will be Catherine. Student will be Takashi. (Switch roles after you read the dialogue)

役割(講師>Catherine/生徒>Takashi)にあわせて文章を読みましょう! ダイアログを読んだ後は役割を交代しましょう。



Catherine



Takashi

1

【The phone is ringing】

Catherine Hello. KYG corporation. How may I help you?

Takashi Hello. Can I speak to Mr. Murphy?

2

Catherine Yes, can I tell him who's calling, please?

Takashi This is Takashi Tanaka from XYZ company.

Catherine Hi Takashi. I'm Catherine.

It was nice meeting you at our office the other day.

Takashi Hi Catherine. It was nice meeting you, too.

3

Catherine Hold on, please. I will get him for you.

Takashi Thank you.

覚えよう! | Words & Phrases

This is ~ from ... corporation(company). / ...社の~です。 I will get ~ for you. / ~に代わります。

I will put you through. / ~におつなぎします。 It was nice meeting you. / お会いできて良かったです。

### Exercise 3

Fill in the blanks and read the dialogue.

空欄を埋めて、ダイアログを読みましょう！

1

【The phone is ringing】

Catherine Hello. KYG corporation. How \_\_\_\_ \_\_\_\_ \_\_\_\_ you?

Takashi Hello. Can \_\_\_\_ \_\_\_\_ to Mr. Murphy?

2

Catherine Yes, can I tell him \_\_\_\_ \_\_\_\_, please?

Takashi \_\_\_\_ \_\_\_\_ Takashi Tanaka from XYZ company.

Catherine Hi Takashi. I'm Catherine.

It was \_\_\_\_ \_\_\_\_ you at our office the other day.

Takashi Hi Catherine. It was \_\_\_\_ \_\_\_\_ \_\_\_\_, \_\_\_\_.

3

Catherine Hold on, please. I will \_\_\_\_ \_\_\_\_ \_\_\_\_.

Takashi Thank you.

Follow-up Question / True or False

1 Mr. Murphy is making a phone call. True or False?

2 Catherine has met Takashi. True or False?

Additional Lesson

Do you prefer texting or making a phone call?



Writing

Write about the most memorable phone call you ever had.