Telephone conversation

Telephonic conversation is an integral part of Speaking in the modern world. It requires a lot of practice to be confident while undergoing conversation on telephone/ mobile. There are two things which are very important while talking on telephone.

First is the listening with understanding and second is the reaction.

What is a Telephone Conversation?

It is the transmission of a message through phone.

➢ It can be informal - when you call to a friend or relative.

➢ It can be formal - When you call to an office, to your boss, etc

Example of an informal phone conversation:

Speaker 1: Hi ram, how is going on?

Speaker 2: Hey man! Cool. You?

Speaker 1: Good! What about you?

Speaker 2: I'm working now.

Speaker 1: good, if you can call me please.

Speaker 2: Sure! I'll.

Speaker 1: Thanks Ram. Take care!

Speaker 2: No problem, you too!

Speaker 1: Bye!

Speaker 2: Bye!

Example of a formal phone conversation:

Speaker 1: Good morning. I'd like to talk to Mr. Dan Brown please.

Speaker 2: Good morning. I'm sorry but Mr. Dan Brown is not here at the moment. Would you like to leave him a message?

Speaker 1: Yes please. Tell him that Ms. Sumathi needs to contact

him. Speaker 2: Sure, I'll tell him. Does he have your phone number?

Speaker 1: Yes he has it. Thank you.

Speaker 2: You're welcome. Something else?

Speaker 1: No, that's all. Good bye

Speaker 2: Good bye Ms. Sumathi.

Tips for Telephone Conversation in English Greetings

- Every phone call should begin with a polite greeting such as, hi, how've you been? Or nice to hear from you.

Getting to the point

There always comes the point, however, where you want to move on from friendly banter and get down to business. E.g... I'm just calling to ...

For example, I'm just calling to see if you'd like to set up a meeting. If the situation is reversed, however, and you are waiting to find out why someone called you, you can guide the conversation by saying, so what can I do for you?