

Transcript_Office Communications_5A_Telephone conversations

Telephone conversation 1

Boss: Hello Daniella, can you bring the timesheets to my office now? I need to leave earlier today so I'd better sign them before I forget.

Daniella: Yes, Mr Hamilton – I'll bring them to you right now.

Boss: Thank you, Daniella.

Telephone conversation 2

David: Good Morning, T&C Market Design Ltd. David Parker speaking...

Anna: Oh, hi David, it's Anna. Can you put me through to Personnel, please?

David: Hi Anna. Yeah, sure. (Waits) Oh, the line's engaged. Shall I pass on a message?

Anna: Erm, please. I can't make it in to work today because my daughter's sick.

David: Okay, I'll let them know.

Anna: Thank you.

Telephone conversation 3

Jane: Hi, Linda. It's Jane here. Can you order black ink cartridges for the printer in my office - oh and photocopier paper, please? We're running really low on stocks.

Linda: Hello, Jane. How many shall I order of each?

Jane: Let's say 5 packets of the paper and 2 cartridges.

Linda: So, that's 5 packets of photocopier paper and 3 colour ink cartridges.

Jane: No, Linda; that's **2** ink cartridges – **black**, not colour.

Linda: Oh! Ever so sorry about that!

Jane: Thank you.