



## TELEPHONE INTERVIEW VOCABULARY

### Examples Of Words And Expressions Used In A Telephone Interview

internal call	external call	to dial a number
to pick up the phone	to be on the phone	to be on hold
to let somebody know something	to leave a message	direct line
voicemail	to connect	to transfer somebody phone
number	initiator	participant
to give somebody a ring	to make a phone call	to hold
cell mobile	extension	to take a message
to call back someone	answer phone	to answer the phone
ringtone	switchboard	conference call
three-way call	phone	speaker phone
to call to phone to ring somebody	telephone interview	

### Examples Of Words And Expression Used In A Telephone Interview

Is that...?

This is...

I'd like to speak to...

Can I speak to...

Can you put me through to...

I've got... online for you.

There's a call for you from London.

Okay you can put her through.

Could you just take a message?

There's no answer.

It's engaged.

He's on another call.

He's out right now.



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He's busy at the moment.

She's in a meeting just now.

She's not in the office today.

He's on holiday all week.

So that's...

He hung up on me.

Thanks for your help.

Thank you for calling.

I didn't quite catch that.

Could you repeat that?

Could you say that again more slowly?

Could you spell that for me?

I can't hear you well.

It's a really bad line.

It's a bit crackly.

The reception isn't very good.

I've dialed the wrong number.