



**BUSINESS COMMUNICATIONS - At a company's switchboard**

**Receptionist (Clara):** GO&CO Consulting, good afternoon, Clara speaking, **how may I** help you?

**Caller (Greg):** Well Hello I am Greg JUNG from WORLD TOURS Inc, London **offices. I would like to get in touch with** an executive **in charge of** marketing in your company, **with a view to** introduce our travel services...

**Receptionist (Clara):** I see..., well, you might need to speak to Tonie ADVARNI, she is a **marketing assistant** to Sidney SUN our **sales & marketing director**.

**Caller (Greg):** This is very **helpful** information, thank you. **Could you** then **put me through** Mrs. ADVARNI now, please?

**Receptionist (Clara):** Sorry, but **I am afraid that** won't be possible. She is on **a board meeting** all afternoon. But you can send her an email at [tonie.advarni@goandco.net](mailto:tonie.advarni@goandco.net) .

**Caller (Greg):** Alright then, **could I** also have her phone contacts?

**Receptionist (Clara):** I am sorry but our **company policy** doesn't **allow** communicating any staff's direct contact. We encourage the use of emails in such case.

**Caller (Greg):** Quite a strict policy indeed! Well, thank you very much anyway for your help and time today,

**Receptionist (Clara):** **You are most welcome** M.JUNG. Have a good day. Good bye!

**an office** (sg.), **offices** (pl.)  
**an assistant to**  
**an executive** (n.)  
**a board meeting** (n.)  
**a company policy** (n.)  
**an information** (sg.)  
**a marketing assistant...** (n.)  
**an executive** (n.)  
**travel services** (n.pl.)  
**a staff** (n.)  
**the staff** (n.sg.)  
**helpful** (adj.)  
**strict** (adj.)

**to get in touch with** (v.)  
**to introduce** (v.)  
**to speak to** (v.)  
**to allow** (v.)  
**to put through** (v.)  
**in charge of** (loc.)  
**In order/so as to/with a view to**  
**How may I help you ?** (exp.)  
**I would like to** (exp.)  
**Could you...?**(exp.)  
**I am afraid that...**(exp.)  
**you are (most) welcome...** (exp.)



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