

영어 토킹카드

# 비즈니스 회화

## Lv.03

# Talking

## Card. 01

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### TOPIC: Telephoning

#### > Key expressions

##### 1. **May I speak to ~ ?**

- May I speak to Mr. John?
- May I speak to Ms. Han?

##### 2. **Can I speak to ~ ?**

- Can I speak to the manager Kim in the Sales Department?
- Can I speak to Mr. Lee in the Quality Management Team?

##### 3. **Could I speak to someone ~?**

- Could I speak to someone in the Customer Service Department?
- Could I speak to someone *in charge*?



#### > Speaking Practice

- A. 안녕하세요, 영업팀 박과장님과 통화 가능할까요?
- B. 지금 담당자랑 통화 가능한가요?

# Talking

## Card. 02

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### TOPIC: Telephoning

#### > Key expressions

##### 1. Who's calling, please?

- May I ask who's calling?
- Could I have your name, please?

##### 2. This is ~ from ~ .

- This is Kevin from the HR Team.
- This is Anton from the R&D Department.

##### 3. This is ~ speaking. How can I help you?

- This is Lee speaking. How can I help you?
- This is Renee speaking. How may I help you?



#### > Speaking Practice

- A. 안녕하세요, 성함을 알려줄 수 있으실까요?
- B. 인사팀 김민철입니다. 무엇을 도와드릴까요?