

TELEPHONE SKILLS

Warmer

- The teacher divides the group into pairs.
- Place pairs of chairs in back-to-back positions so that students are facing away from each other.
- You can even use props such as mobile phones, Iphones or landline handsets.
- · Tell students that they will call their partners to organize a time to meet for lunch. You can distribute the simulation cards (below) to help them understand the task.
- Students conduct the pair-work simulation.
- In the meantime, write up the key expressions to open a call and identify oneself on the board.

Student A

Make an outgoing call to your client (partner, sitting behind you). Give your name and the reason for your call. Explain that you want to meet him/her for lunch to discuss a new product. Set a time. Thank your client and end the call.



Student B

Receive an incoming call from a client (partner, sitting behind you). Give your name ask the reason for your client's call. Explain that you would like to meet for lunch to hear about his/her new product. Set a time. Thank your client and end the call.



Tele Vesl Business Telephone Skills Student

Food and Nutrition Information Center (U.S.)

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Tele-VESL Business Telephone Skills Carolyn Feuille-Le Chevallier, Rosemary Reynosa, 1983 **Tele-VESL Business Telephone Skills** Carolyn Feuille-Le Chevallier, Rosemary Reynosa, 1983 **Communication Therapy** Scott J. Bally, 1996 The information presented in this book is excellent Highly recommended for upper division undergraduate and graduate students faculty and practicing professionals **TESL Talk** .1984 Resources in Education .1997-07 Bibliographic Guide to Education, 1985 TELE-VESL Carolyn Feuille-LeChevallier, Reynosa, Rosemary, 1983 VESL for Cooking, 1987 EBOOK: Introduction to Mass Communication: Media Literacy and Culture BARAN, STANLEY, 2011-02-16 EBOOK Introduction to Mass Communication Media Literacy and Culture Resources in Education ,1997 Radio and Television in Literacy John Maddison.1971 Monthly Catalogue, United States Public Documents ,1992 **Monthly Catalog** of United States Government Publications ,1992 Current Index to Journals in Education ,1984 **New York** Magazine, 1982-02-15 New York magazine was born in 1968 after a run as an insert of the New York Herald Tribune and quickly made a place for itself as the trusted resource for readers across the country With award winning writing and photography covering everything from politics and food to theater and fashion the magazine s consistent mission has been to reflect back to its audience the energy and excitement of the city itself while celebrating New York as both a place and an idea Reports and Papers on Mass Communication Unesco. Mass Communication Techniques Division, 1971 Reports Catalog Food and Nutrition Information Center (U.S.),1974 and Papers on Mass Communication ,1971 Congressional Record United States. Congress, 1968 The Musical Leader ,1926

The Enigmatic Realm of **Tele Vesl Business Telephone Skills Student**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Tele Vesl Business Telephone Skills Student** a literary masterpiece penned by a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of people who partake in its reading experience.

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