

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

AN Whitehead



Tele Vesl Business Telephone Skills Student:

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 *Resources in Education* ,1997-07 TELE-VESL Carolyn Feuille-LeChevallier,Reynosa, Rosemary,1983 **Bibliographic Guide to Education** ,1985 **TESL Talk** ,1984 **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

The book delves into Tele Vesl Business Telephone Skills Student. Tele Vesl Business Telephone Skills Student is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Tele Vesl Business Telephone Skills Student, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Tele Vesl Business Telephone Skills Student
 - Chapter 2: Essential Elements of Tele Vesl Business Telephone Skills Student
 - Chapter 3: Tele Vesl Business Telephone Skills Student in Everyday Life
 - Chapter 4: Tele Vesl Business Telephone Skills Student in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Tele Vesl Business Telephone Skills Student. This chapter will explore what Tele Vesl Business Telephone Skills Student is, why Tele Vesl Business Telephone Skills Student is vital, and how to effectively learn about Tele Vesl Business Telephone Skills Student.
 3. In chapter 2, this book will delve into the foundational concepts of Tele Vesl Business Telephone Skills Student. The second chapter will elucidate the essential principles that need to be understood to grasp Tele Vesl Business Telephone Skills Student in its entirety.
 4. In chapter 3, this book will examine the practical applications of Tele Vesl Business Telephone Skills Student in daily life. The third chapter will showcase real-world examples of how Tele Vesl Business Telephone Skills Student can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Tele Vesl Business Telephone Skills Student in specific contexts. The fourth chapter will explore how Tele Vesl Business Telephone Skills Student is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Tele Vesl Business Telephone Skills Student. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Tele Vesl Business Telephone Skills Student.

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Tele Vesl Business Telephone Skills Student Introduction

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