

FORMAL AND INFORMAL CONVERSATION (GENERAL TOPIC)

Formal conversation

Informal conversation, between friends

Hotel reservation

Call for an accident

Formal conversation:

Good morning, this is May I speak to please?

Good morning, hold on please. I'll put you through.

Thank you.

You're welcome. ◇ I'm terribly sorry is not available at the moment.

Would you like to leave a message?

Yes please. Could you tell him/her that called?

Yes, of course.

Thank you very much, good day!

Goodbye!

Informal conversation, between friends:

Hey, it's me! How are you?

Hi! I'm good, and you?

I'm great! Do you want to go to the cinema tonight? They are showing Twilight!

Sounds like fun! What time shall we go?

There is a showing at seven o'clock.

Perfect, I'll buy popcorn if you buy a drink!

Ok, no problem. See you later!

Cool, see you in a bit

Hotel reservation

Good evening, may I speak to the hotel manager please?

Speaking, how can I help you?

Hello, I would like to book two rooms for four nights from next Monday please.

No problem, would you like double beds or single beds?

Singles are fine, thank you. Is breakfast included in the price?

Yes, it is. That will be £100 altogether. How would you like to pay?

I will pay when we arrive. Many thanks for your help.

No problem. See you next week. Goodbye.

Goodbye!

Call for an accident

You're on the beach...you friend is in the sea but he can't swim...what do you do?

Hello! Is this the coast guard? Please help us! My friend is drowning!

Ok, don't panic. Tell me where you are.

We are at the beach in Brighton, near the pier. Hurry!

Ok, we will be with you soon. Go and tell the lifeguard now!

We will.

What is your telephone number? I will need it in case I can't find you....

It's Bye for now!

Thank you, we will be there shortly.