

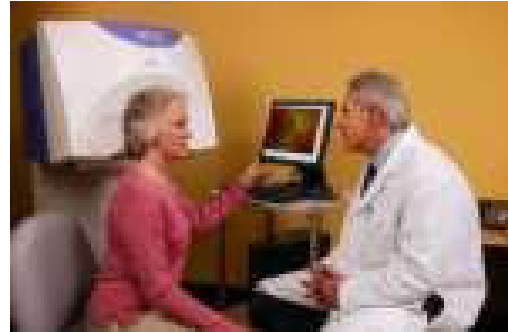
LOOKING FOR SOMEBODY

WORDS AND PHRASES

May I know your last name, please?

Just a moment

Have a seat.



DIALOGUE

JOANNE: Hi, good morning. May I help you?

ALEX: I would like to see Dr. Kennedy please.

JOANNE: May I know your last name, please?

ALEX: I'm Mr. Wayne, Alex Wayne.

JOANNE: Just a moment. Have a seat first Mr. Wayne. (The secretary calls the doctor).

Doctor Kennedy, Mr. Alex Wayne is looking for you.

DR.KENNEDY: Let him in. I'm waiting for him.

JOANNE: Okay, Mr. Wayne you can enter his office now.

ALEX: Thank You.

To show respect, we use Miss, Mister, Doctor, Engineer, Attorney, or the person's job title followed by their last name.

Practice:

JOANNE: Hi, good morning. How may I _____ you?

ALEX: I would like to _____ please.

JOANNE: May I know your _____, please?

ALEX: I'm _____, Alex Wayne.

JOANNE: Just a _____. Have a seat first Mr. _____. (The secretary calls the doctor).

Doctor Kennedy, Mr. Alex Wayne is _____ for you.

DR.KENNEDY: Let _____ I'm waiting for him.

JOANNE: Okay, Mr. _____ you can _____ his office now.

ALEX: Thank You.