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1. Starting a Call

- **"Hello, this is [Your Name] speaking."**
 - Example: "Hello, this is John speaking. How can I help you today?"
- **"Good morning/afternoon/evening, may I speak with [Name]?"**
 - Example: "Good morning, may I speak with Sarah, please?"
- **"Hi, it's [Your Name] calling."**
 - Example: "Hi, it's Emily calling. I wanted to check in about our meeting tomorrow."
- **"I hope you're doing well. This is [Your Name]."**
 - Example: "I hope you're doing well. This is Michael, just calling to follow up on our last conversation."
- **"Is this a good time to talk?"**
 - Example: "Hello, is this a good time to talk? I have a quick question about the report."

2. Answering a Call

- **"Hello, [Your Name] speaking."**
 - Example: "Hello, Alice speaking. How can I help you?"
- **"Good [morning/afternoon/evening], this is [Your Name]."**
 - Example: "Good afternoon, this is Jack. How can I assist you today?"
- **"Hi, how can I help you?"**
 - Example: "Hi, how can I help you? This is Sarah."
- **"Thanks for calling. [Your Name] here."**
 - Example: "Thanks for calling. Tom here. What can I do for you?"
- **"Speaking. Who's calling?"**
 - Example: "Speaking. Who's calling? This is Mark."

3. Asking for Information or Clarification

- **"Could you please clarify that?"**
 - Example: "Could you please clarify that point about the meeting time?"
- **"I didn't quite catch that. Could you repeat it?"**
 - Example: "I didn't quite catch that. Could you repeat the address?"
- **"Can you give me more details about...?"**
 - Example: "Can you give me more details about the project deadline?"
- **"Sorry, I'm not sure I understand. Could you explain again?"**
 - Example: "Sorry, I'm not sure I understand the terms. Could you explain again?"
- **"What exactly do you mean by...?"**
 - Example: "What exactly do you mean by 'delayed shipment'?"

4. Handling Technical Issues

- **"I'm having trouble hearing you. Could you speak up?"**
 - Example: "I'm having trouble hearing you. Could you speak up a bit?"
- **"The connection seems a bit unclear. Can you repeat that?"**
 - Example: "The connection seems a bit unclear. Can you repeat the last part?"
- **"I think there's some background noise. Can you mute your mic?"**
 - Example: "I think there's some background noise. Can you mute your mic while I talk?"
- **"The sound is breaking up. Can you call back?"**
 - Example: "The sound is breaking up. Can you call back in a minute?"
- **"There seems to be a delay. Can you wait a moment?"**

- *Example: "There seems to be a delay on the line. Can you wait a moment while I check?"*

5. Ending a Call

- **"Thank you for your time. Have a great day!"**
 - *Example: "Thank you for your time. Have a great day!"*
- **"It was nice talking to you. Take care!"**
 - *Example: "It was nice talking to you. Take care!"*
- **"I'll follow up with you soon. Goodbye!"**
 - *Example: "I'll follow up with you soon. Goodbye!"*
- **"Thanks for your help. Talk to you later."**
 - *Example: "Thanks for your help. Talk to you later."*
- **"I'll get back to you on that. Bye for now!"**
 - *Example: "I'll get back to you on that. Bye for now!"*

6. Promising Action or Following Up

- **"I'll take care of that right away."**
 - *Example: "I'll take care of that right away and get back to you."*
- **"I'll make sure to follow up on this."**
 - *Example: "I'll make sure to follow up on this and keep you updated."*
- **"You can count on me to get it done."**
 - *Example: "You can count on me to get it done by the end of the day."*
- **"Let me look into it and get back to you."**
 - *Example: "Let me look into it and get back to you as soon as I can."*
- **"I'll handle it and report back to you."**
 - *Example: "I'll handle it and report back to you with the results."*

7. Providing Updates

- **"Here's the latest update on [topic]."**
 - *Example: "Here's the latest update on the project: we're on track for the deadline."*
- **"I wanted to keep you in the loop about [topic]."**

- *Example: "I wanted to keep you in the loop about the shipment—it's been delayed."*
- **"As of now, [status update]."**
 - *Example: "As of now, we've completed 80% of the task."*
- **"Just a quick update: [new information]."**
 - *Example: "Just a quick update: the meeting has been rescheduled to 2 PM."*
- **"I'm checking in to let you know that [status]."**
 - *Example: "I'm checking in to let you know that the issue has been resolved."*

8. Taking a Message

- **"Can I take a message for [name]?"**
 - *Example: "Can I take a message for Sarah? She's in a meeting right now."*
- **"Would you like me to pass on your message?"**
 - *Example: "Would you like me to pass on your message to John?"*
- **"Can I have your name and contact details?"**
 - *Example: "Can I have your name and contact details so I can get back to you?"*
- **"I'll let [name] know you called."**
 - *Example: "I'll let Peter know you called as soon as he's available."*
- **"Would you like to leave a voicemail?"**
 - *Example: "Would you like to leave a voicemail, or would you prefer calling back later?"*