

英語電話応対一覧

Let me transfer this call to the person in charge.	担当者に代わります
I beg your pardon?	もう一度おねがいします
Please speak a little more slowly.	もっとゆっくり話してください
I can't hear you very well. Please speak a little louder.	もっと大きな声ではなしてください
I'm sorry, we seem to have a bad connection.	混線しています
Could you spell your name, please?	名前の綴りを教えてください

I'm sorry, he is on another line now.	電話中です		
I'm sorry, he is on a business trip now.	出張中です		
I'm sorry, he has a visitor now.	来客中です		
I'm sorry, he is in a meeting now.	会議中です		
I'm sorry, he is gone home for the day.	帰宅しました		
I'm sorry, he is not at his desk now.	離席中です	He should be back very soon.	すぐ戻ります
I'm sorry, he is out of the office now.	外出中です	He should be back after lunch.	昼過ぎにはもどります
		I expect him by ○ o'clock.	○時には戻るとおもいます
		He said he would be back by ○ o'clock.	○時には戻ると言っていました
		I'll have him call you as soon as he is back.	戻りしだい電話させます
		I'll have him call you as soon as he calls him.	連絡が入り次第電話させます
		I see. I'll try to contact him.	連絡をとってみます
		May I have your phone number, please?	電話番号を教えてください