

テレフォン英会話一覧

もしもし、〇〇です。

Hello, 〇〇.

Good morning, 〇〇.

Good afternoon, 〇〇.

どちら様ですか？

Who's calling, please?

May I have your name, please?

御社名もいただけますか？

Can I have your company name, please?

綴りを教えていただけますか？

How do you spell the name?

May I have the spelling, please?

Could you spell the name for me?

誰におかけですか？

Who(m) would you like to speak to?

Who(m) are you calling, please?

お待ちください。

Hold on, please.

Hold the line, please.

Just a moment, please.

One moment, please.

お待たせいたしました。

Thank you for waiting.

Sorry for keep you waiting.

ご用件をおうかがいできますか？

(May I ask) What is it concerning?

(May I ask) What is it about?

(申し訳ありませんが) (I'm afraid / I'm sorry,)

只今、席をはずしております。

She/He is not available at the moment.

只今、他の電話に出っております。

She/He is on another line right now.

只今、会議中です。

She/He is at a meeting right now.

只今、出かけております。

She/He is not in the office now.

出張に行っております。

She/He is on the business trip.

何時に戻るかわからないのですが。

I'm not sure when he/she will be back.

本日は戻らない予定になっております。

He/She won't be back today.

ご伝言はありますか？

Would you like to leave a message?

Can I take your message?

〇〇さんに、転送いたします。

I'll put you through to Ms/Mr. 〇〇.

I'll transfer your call to Ms/Mr. 〇〇.