

Introducing yourself

My name's Anna and I work for/represent EPAM.

I was given your contacts/details by Anna.

Ann recommended you to me as a professional .NET developer.

Making a follow-up call

Hello, this is Anna

I am calling about the email I sent you regarding the changes to be made in the code.

I wondered if you'd had time to review the code.

I wanted to see if you are still interested in the working with our company.

Responding to a follow-up call

Yes, I remember.

Thanks for responding so quickly.

Thanks, I wanted to speak to you about the recent developments.

Arranging to meet

I suggest we meet to discuss things further.

When would you like to meet?

We can meet next Tuesday.

Fine, whatever's best for you.

Let's say, provisionally, Tuesday the 13th at 11:00.

I'll get my assistant to call you later today to confirm.

See you (in a couple of weeks).

Discussing travel arrangements

You'll be travelling in from next week, won't you?

Can you tell me how I get to the hotel?

Is it best by taxi or public transport?

Let me know where you're staying and I will e-mail you a map and direction from your hotel.

There's a train that leaves at 7pm.

Will I have time to catch that one at 7pm?

It only takes 10 minutes to get to the office.

Let me know if you need a taxi and I'll book one for you.