



Making a Phone Call

Conversation Cheat Sheet

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Main Dialogue



您好,我找负责人。

Nín hǎo, wǒ zhǎo
fùzé rén.

好的,稍等一下。

Hǎo de, shāo děng
yīxià.

Translation

Hello, I'd like to speak with the person in charge.

Okay, just a moment.

Lesson Focus

我找[]。

Wǒ zhǎo [].

I'd like to speak with [*person*].

Example

我找负责人。

Wǒ zhǎo fù zé rén.

I'd like to speak with the person in charge.

Key Vocabulary



销售代表

xiāoshòu dàibiǎo

a sales representative



经理

jīnglǐ

the manager



客服

kèfù

customer service



负责人

fù zé rén

the person in charge



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A-Z Words & Phrases For Talking About Your Phone Plan

手机	shǒujī	mobile phone
合同	hétong	contract
分期付款	fēnqī fùkuǎn	installment payment plan
每月	měi yuè	monthly
网络覆盖	wǎngluò fùgài	network coverage
电话号码	diànhuà hàomǎ	phone number
预付费手机	yù fùfèi shǒujī	prepaid mobile phone
服务状态	fúwù zhuàngtài	service status
智能手机	zhìnéng shǒujī	smartphone
短信	duǎnxìn	text message

📞 Useful Phrases For a Phone Call

喂

wèi

Hello?

我听不太清楚。

Wǒ tīng bú tài qīngchǔ.

I can't hear you very well.

我给你打回去。

Wǒ gěi nǐ dǎ huíqù.

I'll call you back.

我明天有空。

Wǒ míngtiān yǒu kòng.

I'm free tomorrow.

请接一下电话。

Qǐng jiē yíxià diànhuà.

Please answer the phone.

请稍等一下。

Qǐng shāo děng yíxià.

Please wait a moment.

电话线忙。

Diànhuà xiàn máng.

The line is busy.

电话断了。

Diànhuà duàn le.

The line is disconnected.

我这周很忙。

Wǒ zhè zhōu hěn máng.

I'm busy this week.

你的电话号码是多少?

Nǐ de diànhuà hàomǎ shì duōshǎo?

What's your phone number?

你需要留言吗?

Nǐ xūyào liúyán ma?

Would you like to leave a message?

好的, 请继续。

Hǎo de, qǐng jìxù.

Okay, go ahead.

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