

Exchanging Greeting And Taking Leave

(Gita Naidu and Madhu Kumar meet at the post office. They stay in the same colony, but do not know each other very well. It's three o'clock in the afternoon.)

Madhu : Good afternoon. Mrs Naidu.

Gita : Good afternoon, Mr. Kumar. How are you?

Madhu : I'm very well, thank you. And how're you, Mrs. Naidu?

Gita : I'm fine, thanks. I came to buy some stamps and inland letters.

Madhu : I must send this card to my friend. It's her birthday next week. Have a nice day, Mrs. Naidu.

Gita : Thanks, and you too. Bye!

Madhu : Goodbye

Introducing Yourself

Dr. Swamy : Good afternoon ! I'm Narayana Swamy from REC, Warangal.

Dr. Rao : Pleased to meet you, Dr. Swamy. I'm Srinivas Rao from Nehru Technical University.

Dr. Swamy : I'm so glad to meet you. Will you be presenting a paper today?

Dr. Rao : Yes, it's a report on my latest project.

Dr. Swamy : That's interesting. I'm looking forward to your paper.

Dr. Rao ; Thank you

Introducing People to Other

(Mrs Nina Shetty, the principal of a school, introduce Mr Prakash Reddy and Mr Akash Yadav to each other.)

Nina Shetty : (to Prakash Reddy) Prakash, here's Mr Akash Yadav. He teaches English. (to Akash Yadav) Akash, I'd like to introduce Mr Prakash Reddy to you. He's the new history teacher.

Akash Yadav : Hello, Prakash. Glad to meet you.

Prakash Reddy : Nice to meet you too.

Answering The Telephone And Asking For Someone

(INFORMAL) (The phone rings in Sitara's home.)

Sitara : Hello. Caller : Hi, Sitara, This is Arun.

Sitara : Hi, Arun. What's up ? (informal way of saying, What's happening?)

Caller : Nothing much. Remember, we have a meeting tomorrow morning.

Sitara : Thanks for reminding me, Arun. It's about the editorial for the school magazine, isn't it ?

Caller : Yes. Just wanted to make sure you'll be there.

Sitara : I will. Don't worry.

Caller : Bye, then.

Sitara : Bye, Arun.

Taking And Leaving Messages

Bharat : Hello.

Caller : Hello. I'm Rani. is Rekha there?

Bharat : Hi, Rani. I'm Bharat, Rekha's brother. She's gone to the music class. I'll tell her you called.

Caller : Thanks, Bharat. Please tell her I'll talk to her in the evening.

Bharat : Okay.

Caller : Thanks. Bye.

Bharat : Bye.

Making Inquiries On The Phone

(The phone rings in the Government Science College.)

Office assistant : Hello. GSC.

Caller : Good afternoon. Could you tell me when you'll begin issuing application forms for the BA first year course, please.

Officer assistant : From Thursday, 20th April.

Caller : What would be the price of a form ?

Officer assistant : Fifty rupees, ma'am.

Caller : What're your timings for the sale of the forms, please ?

Officer assistant : Ten to four every day, from Monday to Friday.

Caller : I would also like know the last date for the issue of the forms, please.

Officer assistant : 12th May, ma'am

Calling For Help In An Emergency

(CALLING THE SENIOR CITIZENS HELPLINE) (Phone rings at 1090.)

S.C.helpline : Hello, senior citizens helpline. Can I help you, please. (or May I help you, please.)

Caller : Yes, please. I'm Ameena Husain. My grandmother has fallen from her bed, and I am alone in the house with her.

Helpline : Don't worry. We'll be with you in a minute.

Caller : Thank you. Helpline : Your address, please ?

Caller : 16-3-740 Fateh Sultan Lane.

Caller : Fateh Sultan Lane. F-A-T-E-H S-U-L-T-A-N Lane. It's Nampally.

Helpline : I've got it, thanks. Relax and wait for us. Bye.

Getting People's Attention And Interrupting

(Veena is among her friends. Something occurs to her suddenly and she butts into the conversation to ask a question.)

Veena : Just a minute. Does anyone know if Mrs Sharma is leaving for Allahabad tomorrow ?

Naresh : I think she is.

Veena : Thanks. I need to send a packet for Sunder with her. Sorry, what were we talking about ? Oh, yes, the movie...

Giving Instructions And Seeking Clarifications

(A mathematics teacher gives his students instructions on how to draw a figure.)

Teacher : Follow my instructions carefully and draw the diagram. First, start with a point somewhere in the middle of the page. Second, with the help of a scale / ruler, mark off 5 centimetres on either side of the point and draw a vertical line measuring 10 centimetres. Did you understand ?

Student : Yes, sir ?

Teacher : Good. Finally, draw four lines joining the ends of the two lines and touching each other at the corners. Can you describe the diagram you've drawn ?

Raju : It's a square, sir.

Teacher : You're right, Raju.