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## Unit overview Level Telephoning Unit 1

### Telephoning I

In this course you will practice opening and closing a call, and confirming and rearranging appointments over the phone.

#### Vocabulary

Vocabulary	Phonetic spelling	Part of speech	Translation / definition
convenient	[UK]kən'vi:niant [US] kən'vi:niant	adj.	useful, easy or quick to do; not causing problems
check	[UK]tʃek [US]tʃek	verb	to examine sth to see if it is correct, safe or acceptable
schedule	[UK]ˈʃedju:l [US] ˈskedʒu:l	noun	a plan that lists all the work that you have to do and when you must do each thing
appointment	[UK]ə'pɔɪntmənt [US] ə'pɔɪntmənt	noun	a formal arrangement to meet or visit sb at a particular time, especially for a reason connected with their work
number	[UK]ˈnʌmbə(r) [US] ˈnʌmbər	noun	a word or symbol that represents an amount or a quantity
help	[UK]help [US]help	verb	to make it easier or possible for sb to do sth by doing sth for them or by giving them sth that they need
call	[UK]kɔ:l [US]kɔ:l	verb	to telephone sb
spell	[UK]spel [US]spel	verb	to form words correctly from individual letters
confirm	[UK]kən'fɜ:m [US] kən'fɜ:rm	verb	to state or show that sth is definitely true or correct, especially by providing evidence
attend	[UK]ə'tend [US]ə'tend	verb	to be present at an event
meeting	[UK]ˈmi:tɪŋ [US]ˈmi:tɪŋ	noun	an occasion when people come together to discuss or decide sth
repeat	[UK]rɪ'pi:t [US]rɪ'pi:t	verb	to say or write sth again or more than once
correct	[UK]kə'rekt [US]kə'rekt	adj.	accurate or true, without any mistakes SYNright
restaurant	[UK]ˈrestrɒnt [US] ˈrestroʊnt	noun	a place where you can buy and eat a meal
detail	[UK]ˈdi:teɪl [US]ˈdi:teɪl	noun	information about sth
reschedule	[UK]rɪˈʃedju:l [US] ˌrɪˈskedʒu:l	verb	to change the time at which sth has been arranged to happen, especially so that it takes place later
inconvenience	[UK]ˌɪnkən'vi:niəns [US] ˌɪnkən'vi:niəns	noun	trouble or problems, especially concerning what you need or would like yourself

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suggest	[UK]səˈdʒest [US] səˈdʒest	verb	to put forward an idea or a plan for other people to think about
free	[UK]fri: [US]fri:	adj.	without particular plans or arrangements; not busy
apology	[UK]əˈpɒlədʒi [US] əˈpɑ:lədʒi	noun	a word or statement saying sorry for sth that has been done wrong or that causes a problem
sorry	[UK]ˈsɒri [US]ˈsɑ:ri	exclamation	used when you are apologizing for sth
diary	[UK]ˈdaɪəri [US]ˈdaɪəri	noun	a book with spaces for each day of the year in which you can write down things you have to do in the future
CEO	[UK]ˌsi: i: ˈəʊ [US]ˈoʊ	abbr.	chief executive officer (the person with the highest rank in a business company)