

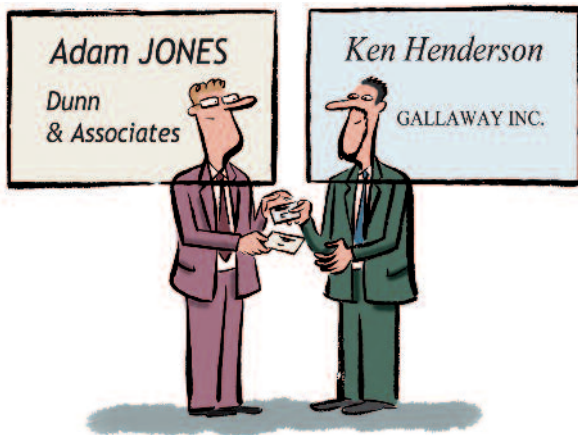


Situations pratiques  
Dialogues-clés  
Expressions utiles

Coffret audio (CD + Livret)

# Prendre contact et faire connaissance en anglais

## Part 6. Exchanging contact information



### Giving phone numbers

In both business and friendly situations, people often want to exchange contact information. Susan Jenkins is leaving work when a colleague comes up to her. Listen to their conversation.

- David Tinns:** I think your idea is absolutely great. Unfortunately, I'm off on holiday tomorrow. Can I give you a ring over the weekend? I have some ideas which might help things along.
- Susan Jenkins:** Sure. Let me give you my mobile number. It's 07 429 729458.
- David Tinns:** Thanks, Susan. I'll probably call on Sunday evening, if that's all right?
- Susan Jenkins:** That's fine. I'll speak to you then. Have a good weekend.
- David Tinns:** You too.



A British person will give you their 'mobile number' whilst an American will give you their 'cell number'. A home phone number may be called a 'landline'.

## Asking for contact information

As John Barnes leaves for his train, he asks Mitchell Cunningham for his contact information. Listen to their conversation.



**Mitchell Cunningham:** Well, it was great to meet you John.

**John Barnes:** I really enjoyed having the chance to chat. Would it be possible to keep in touch by email?

**Mitchell Cunningham:** Sure, I'll give you my card. You have all my contact information on it.

**John Barnes:** I'm afraid I don't have any more business cards left. I've given them all out over the last few days. I'll email you though.

**Mitchell Cunningham:** Okay, I'll look forward to hearing from you.

### Good to know

When talking about a **business card**, people will often simply say 'card'.

## ➔ Now practise it!

David Tinns asks if he can contact Sue Jenkins by saying:

- Can I give you a ring over the weekend?

John Barnes asks Mitchell Cunningham:

- Would it be possible to keep in touch by email?

They could also have asked:

- Can we keep in touch?
- Can I give you a ring sometime?
- Do you mind if I give you a ring?
- Can I email you about this?

Travis Orr requests contact information from two people in a more formal manner. Listen to the conversations.



**Travis Orr:** Excuse me. Could I contact you about this if I have questions?

**Mary Henderson:** Certainly. Let me give you my card, and I'll write my mobile number on the back.

**Travis Orr:** Thank you very much.



**Travis Orr:** Do you have a card with your company's contact information?

**Jim Dunn:** I've just run out, I'm afraid. But if you Google 'Dunn and Associates', you'll find our website. The contact info is listed on the homepage.

**Travis Orr:** Okay, great. Thanks.

### Good to know

**When talking about contact information**, people may simply say 'contact info'.

## ➔ Now practise it!

When asking for contact information, Travis Orr asked:

– May I have your contact information, please?

He could also have asked:

– Could I get your contact information, please?

– Could I get your company's contact information?

– Do you have a business card?

## Giving contact information

You can practise giving your contact information by saying:

– I'll give you my card.

– Here's my business card.

– Let me give you my mobile number.

– I'll give you my phone number.

– I'll shoot you an email with my home address.



**Travis Orr:** It was nice meeting you, Doug.

**Doug Colburn:** You too, Travis. What did you say your last name was?

**Travis Orr:** It's Orr, O-R-R.

**Doug Colburn:** Travis Orr. Got it.



A British person will give you their 'surname' whilst an American will give you their 'last name'.

### Good to know

**When spelling a name**, if the same letter appears twice in a row, as in 'Orr', you can say 'double R'.

## → Now practise it!

Repeat the following names and spellings:

- Philipps. P-H-I-L-I-P-P-S.
- Henderson. H-E-N-D-E-R-S-O-N.
- Dunn. D-U double N.
- Colburn. That's C-O-L-B-U-R-N.

## Checking a phone number

Listen as Travis Orr asks Doug Colburn for a phone number.



**Travis Orr:** Could I get your phone number before I go? I'd like to talk to you more about the project.

**Doug Colburn:** Sure. My cell is 678-555-7243.

**Travis Orr:** You said 678-555-7243?

**Doug Colburn:** That's right. Let's talk soon.

**Travis Orr:** Sounds good. Thanks.

## → Now practise it!

When verifying Doug Colburn's phone number, Travis Orr asked:

- You said 678-555-7243?

He could also have asked:

- Did you say 678-555-7243?
- That's 678-555-7243?

Or:

- I'm sorry. Could you say that again, please?
- I'm sorry. Could you repeat the number, please?

## Giving an email address

Listen as Travis Orr asks Amanda Matthews for her email address.



**Travis Orr:** Before you go, could I get your phone number or email? I'd like to keep in touch.

**Amanda Matthews:** Sure, why not? My email is amanda.matthews@cybernet.co.uk.

**Travis Orr:** Thanks, Amanda.

**Amanda Matthews:** And can I get yours too?

**Travis Orr:** Of course. It's t.orr@flash.net.

**Amanda Matthews:** Thanks.

## Good to know

When talking about an email address, people will often simply say 'email'. When giving an email address out loud, the @ is said 'at' and the . is said 'dot'. So Amanda's email address would be said: amanda dot matthews at cybernet dot C O dot U K.

## ➔ Now practise it!

Repeat the following email addresses:

- kristen.masters@hhs.com (kristen dot masters at H H S dot com)
- karen.white4@comzone.co.uk (karen dot white four at comzone dot C O dot U K)
- adam.jones@cch.gov (adam dot jones at C C H dot gov)



## Asking somebody to text you

### Good to know

If someone wants you to contact them by sending a text message to their phone, they may ask you to 'text' them.

Listen as Travis Orr makes arrangements with Jenny Smith.



**Travis Orr:** Hey Jenny, I'm headed out. Should I call your office later to let you know where we're meeting for dinner?

**Jenny Smith:** Actually, I'll be in a meeting. Can you text me instead? I'll check my phone after the presentation.

**Travis Orr:** Sure, no problem.

## Now practise it!

**Travis Orr asked:**

- Should I call your office later?

**He could also have asked:**

- How can I get in touch with you?
- Should I call you at home?
- Should I call your mobile or landline?
- Do you want me to call your mobile?
- Should I email it to you?
- Do you want me to text you directions to the restaurant?

### Useful words and phrases

- Can I give you a ring over the weekend?
- Would it be possible to keep in touch by email?
- Could I contact you about this?
- Do you have a card with your company's contact information?
- May I have your contact information, please?
- Do you have a business card?
- I'll give you my card.
- Let me give you my mobile number.
- What did you say your last name was?
- Could I get your phone number before I go?
- Did you say 678-555-7243?
- I'm sorry. Could you say that again, please?
- How can I get in touch with you?
- Can you text me?
- Should I call your mobile or landline?
- Should I email it to you?
- *Puis-je vous appeler durant le week-end?*
- *Serait-il possible de rester en contact par e-mail ?*
- *Puis-je vous contacter à ce sujet ?*
- *Avez-vous une carte avec les coordonnées de votre société ?*
- *Puis-je avoir vos coordonnées, s'il vous plaît ?*
- *Avez-vous une carte de visite ?*
- *Je vais vous donner ma carte.*
- *Permettez-moi de vous donner mon numéro de portable.*
- *Pouvez-vous répéter votre nom de famille ?*
- *Pourrais-je avoir votre numéro de téléphone avant de partir ?*
- *Vous avez dit le 678-555-7243 ?*
- *Désolé, pourriez-vous répéter, s'il vous plaît ?*
- *Comment puis-je vous contacter ?*
- *Pouvez-vous m'envoyer un SMS ?*
- *Dois-je appeler sur votre portable ou sur votre fixe ?*
- *Dois-je vous l'envoyer par e-mail ?*