

Make a call	Dǎ diàn huà	打电话
May I speak to ~ does s/he available?	Wǒ xiǎng zhǎo ~ tā yǒu kòng ma Má fán nǐ qǐng ~ tīng yí xià diàn huà	我想找~ 他有空吗 麻烦你请 ~ 听一下电话
Is ~ there?	Qǐng wèn ~ zài ma	请问 ~ 在吗
May I leave a message (to him) or not?	Wǒ néng bù néng gěi tā liú ge huà	我能不能给他留个话
Could you ask him to call me back?	Má fán nǐ qǐng tā gěi wǒ huí ge diàn huà	麻烦你请他给我回个电话
Can you transfer me to extension 627	Má fán nǐ zhuǎn fēn jī 627	麻烦你转分机 627
Please tell him/her~	Má fán nǐ zhuǎn gào tā	麻烦你转告他~
Accept/ refuse invitation	Jiē shòu /jù jué yāo qǐng	接受/拒绝 邀请
Change time(appointment)	Gǎi shí jiān	改时间
Operator	Zhǒng jī jiē xiàn yuán	总机 接线员

Receive / answer a call	Tīng diàn huà	听电话
Whom are you looking for?	Qǐng wèn nǐ zhǎo shéi	请问你找谁？
One moment, please	Qǐng děng yì děng	请等一等
I'm~ . Who are you?	Wǒ shì ~ qǐng wèn nǐ shì nǎ yí wèi	我是 ~ 请问你是哪位
He is not here right now.	Duì bù qǐ,tā xiàn zài bú zài /chū qù le	对不起，他现在不在/出去了
He is on the phone /in the meeting	Tā xiàn zài zài shuō huà /kāi huì	他现在在 说话/开会
Could you call back later?	Qǐng nǐ děng yì huì ér zài dǎ lái	请你等一会儿再打來
What's the matter?	Nǐ yǒu shén me shì	你有什么事
What is your number?	Qǐng wèn nǐ de diàn huà hào mǎ shì duō shǎo	请问您的电话号码是多少
You made a wrong call.	Zhè lǐ méi yǒu zhè ge rén/ nǐ dǎ cuò diàn huà le	这里沒有这个人/你打错电话了
Don't call again!	Bú yào zài dǎ lái le	
Please leave a message.	Qǐng nín zài dū yì shēng hòu liú yán	请您在嘟一声后留言