

Conversation Class for Beginners

9. 10-Minute One-on-One English Conversation Class for a Level 5 Beginner

Lesson Topic: Handling a Phone Call in English

Objective:

- *Teach the Mentee how to answer and make phone calls in English.*
- *Help them use polite and clear sentences.*
- *Build confidence in real-life communication.*
- *Focus: Usage of polite terms – please, sorry, excuse me, thank you, may, can. These can be indicated during the conversation practice. They are marked out in bold letters below for easier identification*

1. Warm-Up (2 Minutes) – Quick Discussion

Mentor: Do you ever talk on the phone in English? What do you find difficult?

Mentee: (Responds)

Mentor: Good! Today, we will practice making and answering phone calls in English.

2. Key Phrases (2 Minutes) – Common Phone Conversations

Answering a Phone Call:

- "Hello! How **can** I help you?"
- "**May** I know who's calling?"
- "**Please** hold on for a moment."

Making a Phone Call:

- "Hello, **may** I speak to [Name]?"
- "Hello. This is [Your name]. I'm going to the park. Would you like to meet me there in 5 minutes?"
- "Could you repeat that, **please**?"

Ending a Call:

- "**Thank you** for speaking to me!"
- "**Thank you** for your help!"
- "Bye! Have a nice day!"

3. Role-Play (4 Minutes) – Practicing a Real Conversation

Scenario 1: Calling a Mentor to reschedule a class

- **Mentee:** "Hello, ma'am. **May** I speak to you for a couple of minutes?"
- **Mentor:** "Sure! Go ahead."
- **Mentee:** "I have to visit a relative, who is not well, on Friday afternoon. So I will not be able to attend the class with you on Friday. **Can** we do it on Saturday afternoon, please?"
- **Mentor:** I am free on Saturday between 4 and 5 pm. Will that suit you?"
- **Mentee:** "Sure ma'am. **Thank you** for rescheduling the class. "
- **Mentor:** "You are welcome! Bye."
- **Mentee:** "Bye ma'am."

Scenario 2: Calling a Friend

- **Mentor (as a friend):** "Hello?"
- **Mentee:** "Hi, this is [Mentee's Name]. How are you?"
- **Mentor:** "I'm good! Hope you are well, too."
- **Mentee:** "I am fine. I wanted to ask about our English homework."
- **Mentor:** "Sure, let's talk!"

(Switch roles and repeat.)

4. Reinforcement & Homework (2 Minutes)

- ✓ **Practice in class:**
Call a friend who is sick, to enquire after him/her.
- ✓ **Homework:**
Ask the mentee to record an imaginary conversation between two friends who are speaking to each other after many years. Ask the mentee to play back the recording in the next class.