

B1

PHONE &amp; VIDEO CALLS

DIALOG · 3 MIN.

# Asking Someone to Spell Their Name on the Phone · *Podcast*

A tricky surname on the phone — how to ask for spelling in English and check numbers correctly.

Listen to the episode +  
comprehension test:

<https://www.englisch-lehrer.com/podcasts/asking-someone-to-spell-their-name-on-the-phone>

NAME

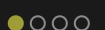
DATE

## BRICK 1 · LEARN THE KEY PHRASES



Read the eight phrases with meaning and example. You will hear all of them in the episode.

| ENGLISH                        | DEUTSCH                                      | EXAMPLE                                                    |
|--------------------------------|----------------------------------------------|------------------------------------------------------------|
| <b>to spell</b>                | buchstabieren                                | <i>Could you spell your surname for me, please?</i>        |
| <b>surname</b>                 | Nachname / Familienname                      | <i>Please write your surname in capital letters.</i>       |
| <b>C for Charlie</b>           | C wie Charlie (internationales Funkalphabet) | <i>My name starts with B for Bravo, not P for Papa.</i>    |
| <b>to read something back</b>  | etwas zur Kontrolle wiederholen              | <i>Let me read the order number back to you.</i>           |
| <b>mobile</b>                  | Handy (englisch „handy“ = praktisch!)        | <i>You can reach me on my mobile after six.</i>            |
| <b>to put someone down for</b> | jemanden (für einen Termin) eintragen        | <i>I'll put you down for Thursday at two.</i>              |
| <b>confirmation</b>            | Bestätigung                                  | <i>You will receive a confirmation by email.</i>           |
| <b>to arrange a meeting</b>    | einen Termin vereinbaren                     | <i>I'd like to arrange a meeting with your sales team.</i> |





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

handy

mobile

pocket phone

callbox

spell

say

write

speak

01 Yes, of course — the best number is my handy... sorry, my \_\_\_\_\_ .

02 Could you \_\_\_\_\_ your surname for me, please? The line is a little quiet.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 The middle of the surname is spelled with S for Sierra.

T ☐ F ☐

02 Ben reads the phone number back to check it is correct.

T ☐ F ☐

BRICK 4 · ORDER



Number the steps of the conversation (1–5).

01 ☐ They agree on Tuesday at ten and Ben promises a confirmation

02 ☐ Ben asks her to spell her surname

03 ☐ Ben reads the mobile number back to her

04 ☐ Joanna introduces herself and asks for a meeting

05 ☐ Ben checks a letter with "C for Charlie"

BRICK 5 · YOUR VERSION



Write two sentences of your own using phrases from Brick 1.

.....

.....

.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ I can announce a delay politely.
- ☐ I can propose an alternative.
- ☐ I can promise written confirmation.

*Listened twice and ticked everything? Then you are ready for the real conversation.*



## Cut-out flashcards

✂ Cut out, fold on the line – English in front, German on the back. Or practise digitally:

<https://www.englisch-lehrer.com/podcasts/asking-someone-to-spell-their-name-on-the-phone>

### to spell

*Could you spell your surname for me, please?*

**buchstabieren**

### surname

*Please write your surname in capital letters.*

**Nachname / Familienname**

### C for Charlie

*My name starts with B for Bravo, not P for Papa.*

**C wie Charlie (internationales Funkalphabet)**

### to read something back

*Let me read the order number back to you.*

**etwas zur Kontrolle wiederholen**

### mobile

*You can reach me on my mobile after six.*

**Handy (englisch "handy" = praktisch)**

### to put someone down for

*I'll put you down for Thursday at two.*

**jemanden (für einen Termin) eintragen**

### confirmation

*You will receive a confirmation by email.*

**Bestätigung**

### to arrange a meeting

*I'd like to arrange a meeting with your sales team.*

**einen Termin vereinbaren**

## Answer key

Check only when you have finished. Every answer comes with the **why**.

### BRICK 2 · FILL THE GAPS

01 **mobile**

*"Handy" is a German word! In English the device is a "mobile" (UK) or "cell phone" (US) — English "handy" means "practical".*

02 **spell**

*"To spell" means to give the letters one by one — "say" would just mean repeating the word.*

### BRICK 3 · TRUE OR FALSE?

01 **False**

*False — Joanna confirms "C for Charlie, then Z for Zulu".*

02 **True**

*True — "Let me read that back to you" is the standard technique for checking numbers on the phone.*

### BRICK 4 · ORDER

- 01 **1.** Joanna introduces herself and asks for a meeting
- 02 **2.** Ben asks her to spell her surname
- 03 **3.** Ben checks a letter with "C for Charlie"
- 04 **4.** Ben reads the mobile number back to her
- 05 **5.** They agree on Tuesday at ten and Ben promises a confirmation

#### KEEP PRACTISING LIVE

### Want to practise these phrases in a real conversation?

Online lessons with real teachers — English training since 2004 · Berlin · Hanover · Online.

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