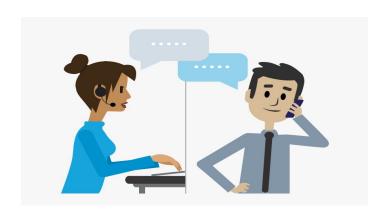


Making a Complaint





CONVERSATION

Mandy is speaking with a customer.

- A: How can I help you?
- B: I'm afraid I have a complaint about our last delivery.
- A: I'm sorry to hear that. What's the problem?
- B: Well, unfortunately we received the wrong amount.
- A: The wrong amount?
- B: Yes, we ordered 2,000 items, but you sent 1,5000.
- A: I see. I'm sorry about the inconvenience. We'll take care of it right away.
- B: I'd appreciate that. Thank you. Goodbye.
- A: Goodbye.

USEFUL LANGUAGE

I'm afraid I have a complaint about ...

I'm sorry to hear that.

Unfortunately ...

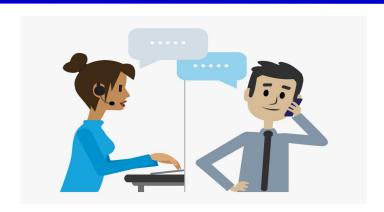
I'm sorry about the inconvenience.

I'd appreciate that.



Making a Complaint





ACTIVITY

Take turns making complaints. Use the information below and the dialogue above as your model.

Problem	Details
The items are the wrong size.	We ordered large, but you sent medium.
The goods are damaged.	They weren't packed correctly.
We received the wrong items.	We ordered the C1 model, but you sent the C2.
The order hasn't arrived.	You said it would arrive last week.