

Correct Grammar and Vocabulary mistakes:

1. He is at a meeting at the moment.
2. They are out of lunch now.
3. I'm out the office today.
4. Mr Benson is in the business trip this week.
5. He doesn't available at the lunchtime.
6. How you spell that, please?
7. I give him a message as soon as he will get back.
8. She'll be back on next Friday.
9. Could you speak down a bit, please?
10. I'd like to live a message for Mrs Rochester.

Put words in the correct order and write down sentences:

1. office / moment / at / He / the / is / of / out / the. –
2. back / When / I / call / can / ? -
3. currently / is / vacation / She / on. –
4. available / he'll / you / Do / when / know / be / please? –
5. morning / tomorrow / He'll / back / be. –
6. She / moment / at / in / the / meeting / is / a. –

7. take / you / message / Can / a / ? –

8. back / me / call / you / Can / him / ask / to / please / ? –

9. as / he / soon / as / I'll / a / give / message / him / back / gets. –

10. message / I / like / leave / a / would / to. –

Match phrases to situations:

You want to leave a message	<i>Tell Mr Black that Simon Ellago from Marketing Department called about new prices</i>
You ask somebody to take a message	<i>She'll be back tomorrow afternoon</i>
You can't talk to Alex Green now	<i>Could you spell it for me, please?</i>
You are leaving a message for another person	<i>I'd like to leave a message</i>
You tell when your colleague is back.	<i>Sorry, I didn't catch that.</i>
You don't hear somebody on the phone very well	<i>Can you take a message, please?</i>
You don't know how to write the word 'urgent', you are asking for help.	<i>Could you speak up a bit, please?</i>
You don't understand what someone is saying.	<i>He isn't available at the moment</i>