ON THE PHONE WORKSHEET

UNIT 4

A. Match the halves to make phrases.

1. hold	a. up the phone
2. put	b. a memo
3. dial	c. someone back
4. take	d. someone through
5. leave	e. in touch
6. hang	f. on a minute
7. call	g. number five
8. keep	h. a message

B. Choose the correct one.

Secretary: Good morning, EnTouch Company.(1) _____?

Ryan: Hello, Ryan speaking. (2) _____to Mr.Jackson please?

Secretary: (3) _____the phone,please. I'll put you through.

Ryan: Thank you.

Secretary: (4)_____.

- Don't hang up
- You're welcome
- How may I help you?
- Could you put me through

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