

## BUSINESS CALL. LEAVING A MESSAGE ON THE PHONE.

### 1. Listen the conversation. Fill the gaps.

SECRETARY: Good afternoon. «Oil Well Office»

HARRY BROWN: Hello! I'm calling for Mr Preston. Is he \_\_\_\_\_?

SECRETARY: How may I \_\_\_\_\_ your call?

HARRY BROWN: Pardon?

SECRETARY: Who can I say is calling?

HARRY BROWN: My name is Harry Brown. I am calling from \_\_\_\_\_.

SECRETARY: One moment please. I'll \_\_\_\_\_ you \_\_\_\_\_.

SECRETARY: Thank you for waiting. I'm sorry but line's \_\_\_\_\_. Would you like to \_\_\_\_\_ or shall I ask him to \_\_\_\_\_ you \_\_\_\_\_ in about 30 minutes? Does he have your number?

HARRY BROWN: Yes, he called me yesterday. But I can give it to you, just in case.

SECRETARY: All right. \_\_\_\_\_ please

HARRY BROWN: My number is 5 3 4 6 7 3 9

SECRETARY: OK. And would you mind repeating your name?

HARRY BROWN: Sure. Harry Brown. I can spell it: H-A-R-R-Y B-R-O-W-N.

SECRETARY: Thank you Mr. Brown. I'll ask Mr. Big to call you back as soon as possible today.

HARRY BROWN: And Can I leave him message? It's \_\_\_\_\_.

SECRETARY: Yes, of course.

HARRY BROWN: Could you ask him to \_\_\_\_\_ all documents from Mr. Jones!

HARRY BROWN: He'll know what I mean.

SECRETARY: Ok, Anything else?

HARRY BROWN: No, that's everything. But please make sure he gets it as soon as possible.

SECRETARY: No problem at all. I'll pass your message as soon as he is available.

HARRY BROWN: Thanks a lot. Good Bye.

SECRETARY: Bye