

1. Complete the questions with the words below.

•repeat •message •spell •speak •hold •like
•call back •slowly •have •help •tell •leave

- 1 Can I _____ your phone number, please?
- 2 Can I _____ a message?
- 3 Can you _____ on a moment, please?
- 4 Can you please _____ him that Mary called?
- 5 Could you tell him to _____ me _____ back later?
- 6 Could you _____ that, please?
- 7 Can you say it _____, please?
- 8 Can you _____ it, please?
- 9 May I _____ to Mary?
- 10 May I take a _____?
- 11 Would you _____ to leave a message?
- 12 How can I _____ you?

2. Read and complete the sentences as in the example.

•that Jack called? •to leave a message? •help you?
•to you as soon as possible. •try to connect you
•your phone number, please? •a plan for tomorrow?
•available at the moment.

- 1 Let me _____.
- 2 Would you like _____?
- 3 Do you have _____?
- 4 I'm afraid, he isn't _____.
- 5 May I _____?
- 6 Can I have _____?
- 7 He'll get back _____.
- 8 Could you tell him _____?