

ENGLISH TASK	
Use the messages below to complete the conversations. Use indirect requests.	
Name:	Date:

Message For: Silvia Ms. Karen Landers called. Her flight arrives at 7 P.M. on Tuesday. Please meet her in the International Arrivals area.	Message For: Mike Mr. Maxwell called yesterday. The meeting is on Thursday at 10:30 A.M. Don't forget to bring your report.
Message For: Mark Ed called this morning. Can he borrow your scanner? If he can, when can he pick it up?	Message For: Katy Andy Chow called earlier. Are you going to the conference tomorrow? What time does it start?

- A:** Is Silvia Vega there, please?

B: No, she isn't. Would you like to leave a message?

A: Yes, please. This is Karen Landers calling from Toronto.
Could you tell her that my flight arrives at 7 P.M. on Tuesday ?
Would _____ ?

B: OK, I'll give her the message.
- A:** Can I speak to Mark, please?

B: I'm afraid he's not here. Do you want to leave a message?

A: Yes, please. This is Ed. Please _____ .
And if it's OK, could you _____ ?

B: Sure, I'll leave him the message.
- A:** Could I speak to Mike, please?

B: I'm sorry, but he's not here right now.

A: Oh, OK. This is Mr. Maxwell. I'd like to leave a message.
Could _____ ?
Could _____ ?

4. **A:** I'd like to speak to Katy, please.

B: She's not here right now. Can I take a message?

A: Yeah. This is Andy Chow.

Can _____?

And would _____?

B: OK, I'll give Katy your message.