

Name: \_\_\_\_\_

# 10 Can I take a message?

1 Make a phone conversation. Use the sentences and questions in the box.



Receptionist

- ☐ I'm sorry, but Dr. Silva is in a meeting.
- ☐ (604) 555-0662. I'll give her your message.
- ☐ Does Dr. Silva have your number?
- ☐ Can I take a message?
- ☒ Good morning. Oceanside Medical.
- ☐ You're welcome. Good-bye.



Mr. Jones

- ☐ Thank you very much.
- ☒ Good morning. Is Dr. Silva there?
- ☐ I don't think so. It's (604) 555-0662.
- ☐ Oh.
- ☐ Good-bye.
- ☐ Yes. This is Brian Jones. Please ask her to call me.

Receptionist: Good morning. Oceanside Medical.

Mr. Jones: Good morning. Is Dr. Silva there?

Receptionist: \_\_\_\_\_

Mr. Jones: \_\_\_\_\_

Receptionist: \_\_\_\_\_

Mr. Jones: \_\_\_\_\_

Receptionist: \_\_\_\_\_

Mr. Jones: \_\_\_\_\_

Receptionist: \_\_\_\_\_

Mr. Jones: \_\_\_\_\_

Receptionist: \_\_\_\_\_

Mr. Jones: \_\_\_\_\_

2

Kate called her friends yesterday. Where were they? Complete the conversations. Use the words in the box.

☐ bed ☐ hospital ☐ library ☒ mall ☐ vacation ☐ work



1. **Sally:** Hello?  
**Kate:** Hello, Sally? It's Kate.  
**Sally:** Oh, hi, Kate. Listen. I can't talk right now. I'm at the mall. Call me later?



2. **Jay:** Hello?  
**Kate:** Hey, Jay. It's -  
**Jay:** Kate. Sorry, can you call me in the morning? I'm \_\_\_\_\_.



3. **Marcela:** Hello?  
**Kate:** Hi, Marcela. It's Kate. Do you want to see a movie tonight?  
**Marcela:** I'd love to, but I can't. I'm \_\_\_\_\_ with my parents.



4. **Bob:** Hello?  
**Kate:** Hi, Bob. It's Kate. You know, you sound terrible. Are you OK?  
**Bob:** Not really. I'm \_\_\_\_\_. I broke my leg!



5. **Angie:** Hello?  
**Kate:** Hello, Angie? It's Kate. Why are you whispering? Where are you?  
**Angie:** Oh, I'm \_\_\_\_\_.



6. **Pedro:** Hello?  
**Kate:** Hey, Pedro. Do you have a minute?  
**Pedro:** Not really. I'm \_\_\_\_\_. Call me tonight.

**4**

**Heidi is checking her voice-mail messages. Complete the messages with the correct pronouns.**

**Ann's message**

Hello, Miss Anderson. This is Ann Lopez. \_\_\_\_\_ I  
work at First City Bank. \_\_\_\_\_ left your  
wallet here this morning. Please call \_\_\_\_\_  
at (808) 555-1247. I'd like to give it back to  
\_\_\_\_\_ before we close today.

**Jim's message**

Hey, Heidi. It's Jim. I'm sorry \_\_\_\_\_  
missed your call yesterday. Listen, my friends and I  
are going to go out for coffee tomorrow morning.  
\_\_\_\_\_ 're meeting at my house at 9:00.  
Would you like to join \_\_\_\_\_? Give  
\_\_\_\_\_ a call!

**Sarah's message**

Hi, Heidi. It's Sarah. Did you see Marco today?  
\_\_\_\_\_ 's having a birthday party on Friday.  
Do you want to go with \_\_\_\_\_? I'm  
going to buy \_\_\_\_\_ a present later. Call  
\_\_\_\_\_! Thanks!

