

Task 1 Are the sentences true or false?

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| 1. Maria's in a meeting. | T | F |
| 2. Peter's number is 07460 990128. | T | F |
| 3. Peter needs to give Maria the new project figures. | T | F |
| 4. Peter might be in a meeting later that afternoon. | T | F |
| 5. Peter prefers Maria to email him back instead of calling back. | T | F |
| 6. Peter's email address is peter.griffin@pxo.com | T | F |

Task 2 Write a number (1–6) to put the sentences in the correct order.

- A____ Thank you. Goodbye.
- B____ I'm sorry. She is not here at the moment. Would you like to leave a message?
- C____ That's fine. I'll tell her you called.
- D____ It's OK. She already has my number.
- E____ Yes, please. Could you tell her that Peter Griffin called?
- F____ Sure. Would you like to leave a number?