

Unit 2

Direction : Fill in the blank with the appropriate word.

Take

hold

put

transfer

call

leave

give

repeat

connect

say

1. Could you me through to Linda, please?
2. the line, please.
3. I'll try to.....you.
4. Please tell him to.....me back about ten o'clock.
- 5.Can you a message, please?
6. May I.....a message?
7. Would you like me to him a message>
8. Can you it again?
9. I'll.....you with Mrs. Phorit.
10. Would you.....that word again, please?

Name.....No..... Sec.....