

WORKSHEET
(EVALUASI PERTEMUAN I)

Task II

I. Match the following expressions with the suitable responses!

EXPRESSIONS	RESPONSES
I am sorry, she is in a meeting now. Can I take a message?	a. Hold the line. I'll try to connect
May I know who is speaking?	b. Yes, sure. What is that?
I need some information about the new product. Could you put me through?	c. I'm Marketing manager of ABC Company.
Could I speak to Mr. Morgan, please?	d. Please tell him to call me ASAP
May I leave a message?	e. Sorry, he is out at the moment. Could I take a message?