

A. Listen to a telephone conversation and answer the questions.

1. Who is calling?

.....

2. Who does she ask for?

.....

3. Where is the person she wants to speak to?

.....

4. Who will call later?

.....

**B. Complete the dialogues below with the statements/questions a-e.
Then listen and check your answers.**

1. A: Hello?

B: Hello. It's Lee 1.....

A: Yes, he is. Just a sec. 2

B: OK, thanks.

a. I'll get him.

b. This is Anne.

c. Can I take a message?

d. I'll call back later.

e. Is Jeff there, please?

2. A: Hello?

B: Hello, Mrs Collins. 3May I speak to Karen, please?

A: Hi, Anne. Sorry, she isn't here right now. 4

B: No, it's OK. 5Bye!

A: OK. Goodbye!