UNIT 3 - ON THE PHONE

Na	me:		No	M.6/4 Date:		
		ABULARY CISE 1: Choos	e the best word to fit t	he gap.		
				the arrangement	ts she made with you. d. confine	
2.		BRANCHON MONEY	I'll see if N	/Ir Watson is availat c. stay	ole.	
	a.	Keep on	b. Hold on	c. stay	d. Go on	
		put you Off	b. over	Sales Department. c. in	d. Through	
4.				the wrong nun		
		n Afraid	Miss Joh b. Worried	nson's in a meeting c. frightened	g. d d. Concerned	
6.	No a.	o. This is the External	Finance Departme b. Extension	ent. I'll check the c. exterior	number. d. Extraction	
	arke	et Street.		here but there is a	phoned. Switchboard	in
8.				c. appointment		
9.		B [10] [1] [2] 14 14 [1] [1] [1] 14 B B B B B B B B B B B B B B B B B B	가 있습니다. [1] 전경 및 10 전 10 전 10 THE THE PORT (1997) (1997)	s you may be c. misunderstood	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
				omers		
	a.	Kindly	b. slowly	c. politely	d. Carefully	



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EXERCISE 2 Choose one of the phrases from the boxes to complete these conversations.

Conver	rsation 1						
Bill:	Hi, Sally. (1)	changing the tim	e of today's meeting? So	me time this afternoon would			
	be better for me.						
Sally:	(2)	I've got to finish that repo	rt today. Perhaps we cou	ld fix something up for			
	tomorrow?						
Bill:	(3)						
Sally:	(4)	Bill but I think (5)					
Bill:	O.K. Let's get toge	ether tomorrow.					
if you	need any help	would you mind	would you like a hand	do you think you could			
that's	very kind of you	I won't be able to	I'm sorry but	I'd prefer to do it myse			
	N 000						
Conve	rsation 2						
Conver	Dr Henderson, (6)	I go home	early today?				
Conver Jim: Dr H.:	Dr Henderson, (6)	Are you feeling O.K.?					
Conver	Dr Henderson, (6) (7) I'm fine but I've ge	. Are you feeling O.K.? ot a lot of preparation to de	o for that course I'm on.				
Conver Jim: Dr H.: Jim:	Dr Henderson, (6) (7) I'm fine but I've go (8)	. Are you feeling O.K.? ot a lot of preparation to do take tomorrow morning of	o for that course I'm on.				
Conver Jim: Dr H.: Jim:	Dr Henderson, (6) (7) I'm fine but I've go (8)	. Are you feeling O.K.? ot a lot of preparation to de	o for that course I'm on.				
Conver Jim: Dr H.: Jim:	Dr Henderson, (6) (7) I'm fine but I've go (8)	. Are you feeling O.K.? ot a lot of preparation to do take tomorrow morning o . The sales staff are co	o for that course I'm on.				
Conver Jim: Dr H.: Jim: Dr H.:	Dr Henderson, (6) (7) I'm fine but I've ge (8) No, (9) Oh, yes. I'd forgot What about taking	. Are you feeling O.K.? ot a lot of preparation to do take tomorrow morning o . The sales staff are co ten. g some holiday next week?	o for that course I'm on. off as well? oming in for a briefing.				
Conver Jim: Dr H.: Jim: Dr H.: Jim:	Dr Henderson, (6) (7) I'm fine but I've ge (8) No, (9) Oh, yes. I'd forgot What about taking	. Are you feeling O.K.? ot a lot of preparation to do take tomorrow morning o . The sales staff are co ten.	o for that course I'm on. off as well? oming in for a briefing.				
Jim: Dr H.: Jim: Dr H.: Jim: Jim: Jim:	Dr Henderson, (6) (7) I'm fine but I've ge (8) No, (9) Oh, yes. I'd forgot What about taking	. Are you feeling O.K.? ot a lot of preparation to do take tomorrow morning o . The sales staff are co ten. g some holiday next week?	o for that course I'm on. off as well? oming in for a briefing.	l if Sure, go ahead			

10.

