

Telephoning

Directions: Choose suitable words for telephone dialogue below.

sure	message	hold	afraid	help
this	repeat	through	call	

- Operator:** Hello, Frank and Brothers. How can I _____ you?
- Peter:** This is Peter Jackson. Can I have extension 3421?
- Operator:** Certainly. Please _____ and I'll put you _____.
- Frank:** Bob Peterson's office. Frank's speaking.
- Peter:** _____ is Peter Jackson calling. Is Bob in?
- Frank:** I'm _____ he's out at the moment. Can I take _____?
- Peter:** Yes, could you ask him to _____ me at 91476230. It's urgent.
- Frank:** Could you _____ the number please?
- Peter:** Yes, That's 91476230, and this is Peter Jackson.
- Frank:** Thank you Mr. Jackson. I'll make _____ Bob gets your message.
- Peter:** Thank you.
- Frank:** Goodbye.



Name