

On the telephone

1 a Complete the expressions. Drag the words in the correct order.

1 I to could Walter speak

- Hello. _____ please?

2 Maria there is

- Hello, _____, please?

b Complete the sentences. Ask for the people

1 Imram

_____. Is _____, please?

2 Clara

Hello. _____ speak _____, please?

3 Ms Gonzalez

Hello. _____ there, _____?

4 Jack Brown

_____ Could _____
_____, _____?

5 Anja

_____. Is _____, _____?

2 Match the two halves of the expressions.



- | | |
|------------------------------|-------------------|
| 1 I think you've got | take a message? |
| 2 Who's.... | a message? |
| 3 Can I | calling, please? |
| 4 Oh, well, can I leave..... | the wrong number. |

3 Complete the sentences with the expressions in exercise 2.

1 **A** Hello. Could I speak to Mr Patel, please?

B _____

A It's Liam O'Neil.

B Just a moment, please.

2 **A** Hello. Is Graig there, please?

B _____

A Oh, sorry. Goodbye

3 **A** Hello. Could I speak to Oliver, please?

B I'm afraid he's in a meeting.

A Yes, of course.

B Please say that the tickets are in the post. Thank you.

4 **A** Is Mrs Pond there, please?

B No, sorry. She's out. _____

A Yes, please say that Pierre rang.

B Ok