

A  15 Listen to the conversations. Match the names to the conversations.

Alek Caroline Cindy Debra Esther Serrano Mr. Williams Mrs. Kim

Conversation 1	Conversation 2	Conversation 3



B  15 Listen again. Who is calling who? Use the names in the box in A.



Conversation 1

(1) _____ is calling (2) _____.

Conversation 2

(3) _____ is calling (4) _____, but the secretary answers.

Conversation 3

(5) _____ wants to talk to (6) _____, but her mother answers.

C  15 Listen again. Circle **T** for *True* or **F** for *False*.

1. Mr. Williams is in a meeting.	T / F
2. Debra can talk right now.	T / F
3. Debra is watching TV.	T / F
4. Cindy is at home.	T / F
5. Esther Serrano works for <i>Glaston Interiors</i> .	T / F
6. Alek has a question about his homework.	T / F



D The caller makes the call. The receiver answers the call. What does a caller say? What does a receiver say? Write **C** for *Caller* or **R** for *Receiver* next to the questions.

1. Who's calling, please? _____
2. Can I call you back? _____
3. Hello, how can I help you? _____
4. Can I speak to Ms. Richards, please? _____
5. Can I take a message? _____
6. When is a good time to call back? _____
7. Is Erika there? _____