ON THE PHONE

C Fill in the blanks with the correct words.

1) Secretary: Good afternoon, Daniel Jones' office. How ..... I ..... you?
Peter: Hello, ... is Peter York. Could I ..... to Daniel, please?
Secretary: ..... a moment, please. I'll put you through.

this	speak	may	hold on	help

2) Jason: Hello, it's Jason. Could you ..... through to Lucy?
Sarah: Sorry, she's gone out. Would you like to ..... a .....?
Jason: Yes, please tell her to call me back.

message	put me	leave

3) Caller: Hi, it's Mary's office, right?
Kevin: I'm sorry. It's ....., could you ..... that, please?

repeat	bad line

4) Sam: Good morning, Sam .....
Susan: Hi, Sam. ..... Susan. Is Tom .....?
Sam: Yes, ... I'll ..... him.

speaking	get	it's	hang on	there

LIVEWORKSHEETS

ON THE PHONE

C Fill in the blanks with the correct words.

5) Secretary: Could I ..... your ..... number, sir?
David: Yes, it's 543-225.
Secretary: ..... read that ..... to you -- 543-225.
David: That's correct.

phone	back	take	let me

6) Secretary: Hello, Ms. Lourie's ..... How ..... I help you?
Clara: Hi, this is Clara. Can I leave a message to Ms. Lourie?
Secretary: Yes, ...

could	of course	office

7) Caller: Is Daniel at home?
Judy: Yes, don't ..... the phone. I'll ..... him.

hang up	get

8) Caller: Hello, it's Jun Kobayashi. I ..... like to make a dinner .....
Receptionist: Yes, of course. Could you ..... your surname, please?
Caller: Kobayashi. K-O-B-A-Y-A-S-H-I.

reservation	spell	would

LIVEWORKSHEETS