Phrases

1. Could you put me through to Ms. Brown?
2. Sorry, Sarah is in a meeting right now.
3. Can I leave a message?
4. Pam is speaking.
5. Hold on, I'll get her.
6. May I speak to Elle?
7. I guess he is not at home.
8. Can you tell her that I called?
9. This is Jason.
10. I'll put you through to Peter.

asking to speak to someone

connecting someone

introducing yourself

explaining absence

leaving a message

LIVEWORKSHEETS