

Name_____ Date_____

Listening and Speaking

Proper Etiquette on the Phone

Click true or false for each sentence.



1. The phone should ring about three times before you answer.

true	false
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2. When speaking on the phone you should scream.

true	false
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3. You should speak clearly.

true	false
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4. Answer the phone and say your name.

true	false
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5. Proper language should be use.

true	false
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