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Use these messages to complete the phone conversations.
Use indirect requests.

Message

For: Silvia

Ms. Karen Landers called.
Her flight arrives at 7 P.M. on
Tuesday. Please meet her in the
International Arrivals area.

Message

For: Mike

Mr. Maxwell called yesterday.
The meeting is on Thursday at
10:30 A.M. Don't forget to bring
your report.

Message

For: Mark

Ed called this morning. Can he
borrow your scanner? If he can,
when can he pick it up?

Message

For: Katy

Andy Chow called earlier. Are you
going to the conference tomorrow?
What time does it start?



1. A: Is Silvia Vega there, please?

B: No, she isn't. Would you like to leave a message?

A: Yes, please. This is Karen Landers calling from Toronto.

Could you tell her that my flight arrives at 7 P.M. on Tuesday ?

Would _____ ?

B: OK, I'll give her the message.

2. A: Can I speak to Mark, please?

B: I'm afraid he's not here. Do you want to leave a message?

A: Yes, please. This is Ed. Please _____.

And if it's OK, could you _____ ?

B: Sure, I'll leave him the message.

3. A: Could I speak to Mike, please?

B: I'm sorry, but he's not here right now.

A: Oh, OK. This is Mr. Maxwell. I'd like to leave a message.

Could _____ ?

Could _____ ?

4. A: I'd like to speak to Katy, please.

B: She's not here right now. Can I take a message?

A: Yeah. This is Andy Chow.

Can _____ ?

And would _____ ?