

1. Complete the questions with the words below.

- repeat •message •spell •speak •hold •like
- call back •slowly •have •help •tell •leave

1 Can I _____ your phone number, please?

2 Can I _____ a message?

3 Can you _____ on a moment, please?

4 Can you please _____ him that Mary called?

5 Could you tell him to _____ me _____
back later?

6 Could you _____ that, please?

7 Can you say it _____, please?

8 Can you _____ it, please?

9 May I _____ to Mary?

10 May I take a _____?

11 Would you _____ to leave a message?

12 How can I _____ you?

2. Read and complete the sentences as in the example.

- that Jack called? •to leave a message? •help you?
- to you as soon as possible. •try to connect you
- your phone number, please? •a plan for tomorrow?
- available at the moment.

1 Let me _____.

2 Would you like _____?

3 Do you have _____?

4 I'm afraid, he isn't _____.

5 May I _____?

6 Can I have _____?

7 He'll get back _____.

8 Could you tell him _____?