

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 \_\_\_\_\_?