student's 12

ROLE PLAY Who's calling?

Student A: You have a computer repair store. A client, Sophie Green, has left her laptop at your store. Call her to tell her this:

The computer needs a new motherboard. It's going to cost $250.
She can buy a used motherboard for $90. Could she please call you before 5:00?

Student B: Someone calls for your mother, Sophie Green. She isn't at home. Take a message for her.

useful expressions

Caller

May I speak to . . . ?
Can I leave a message?

Receiver

Sorry, but . . . isn't here.
Can I take a message?
I'll give him/her the message.

Change roles and try another role play.

Student A: You are a receptionist at Techniware Industries. Someone calls for your boss, Mr. Yun. He isn't in. Take a message for him.

Student B: Call Mr. Yun at Techniware Industries to tell him this:

You can't make your lunch meeting at 12:00 next Wednesday. You would like to meet at 12:30 at the same place instead. Could he please call you to arrange the new time?

LIVEWORKSHEETS