

Listening Activity

Part 1

John: Hi, _____ is John. Thanks for _____. I'm not here at the moment, so _____ leave a _____ and I'll _____ you _____.

Marina: Hi, John, _____ is Marina Silva calling _____ Old Time _____. _____ colleague Alex _____ me your _____ number. _____ said you _____ help me.

I need _____ information on your new _____. Could you please call me _____ you are back in the _____? My phone _____ is 0-2-_____-8, _____-5-_____-7-_____-2-_____. Also, can _____ please _____ me your _____ brochure and information _____ your prices? My _____ address is Marina, that's M-_____-R-_____-N-_____, dot Silva, S-I-_____-V-A, at O-L-_____-T-I-M-E hyphen _____ dot com. _____ a lot. I look forward to _____ from you.

Part 2

Preparation task

Match the definitions (a–h) with the words or symbols (1–8).

Words/Symbols

1. a colleague
2. -
3. _
4. an office
5. a brochure
6. products
7. the price
8. @

Definitions

- a. things a company makes and sells
- b. someone you work with
- c. a place where people work at desks
- d. underscore
- e. the amount of money you pay for something
- f. at
- g. hyphen (or 'dash')
- h. a small book with information about a product

Part 3

Choose the best answer.

1. John works at Old Time Toys.
 - a. Yes
 - b. No
2. Marina wants ...
 - a. product information, a brochure and prices.
 - b. to call John again later.
3. Marina's number is ...
 - a. 0208 6557621
 - b. 0208 6656721
4. Marina's email address is ...
 - a. marina.silva@oldtime_toys.com
 - b. marina.silva@oldtime-toys.com

Part 4

Write a number (1–6) to put the actions in the order they are mentioned.

- _____ Marina says that she needs some product information.
- _____ Marina introduces herself.
- _____ Marina leaves her email address.
- _____ Marina says how she got John's phone number.
- _____ Marina asks for a brochure and prices.
- _____ Marina asks John to call her back.