

VOCAB AND GRAMMAR REVIEW



Telephoning

1. R1.6 Listen and complete the phrases.

1. Can I _____ your name?
2. Just one _____, please.
3. Hold _____.
4. I'd _____ to speak to Ms Allan.
5. I'm _____ she's in a meeting just now.
6. Can I _____ a message?
7. Could you ask her to call me _____ this afternoon?

2. R1.8 Listen to the excerpts from phone conversations and write down the words that spelt out.

1. Name:
2. Address:
3. Street name:
4. Company name:
5. Name:

3. R1.10 Listen to the excerpts and write down the phone numbers.

1. If you'd like more details, please call our Bucharest office on _____.
2. And our number in Tunis is _____.
3. Please contact our Montevideo subsidiary. The country code is 598, and their number is _____.
4. Yes, we do have an office in Madrid. The number is _____. The country code is 34, by the way, and then 91 for Madrid.
5. Our agent in Bratislava can be reached on _____.