

Name: \_\_\_\_\_

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# Can I take a message?

1 Make a phone conversation. Use the sentences and questions in the box.



Receptionist

- I'm sorry, but Dr. Silva is in a meeting.
- (604) 555-0662. I'll give her your message.
- Does Dr. Silva have your number?
- Can I take a message?
- Good morning. Oceanside Medical.
- You're welcome. Good-bye.



Mr. Jones

- Thank you very much.
- Good morning. Is Dr. Silva there?
- I don't think so. It's (604) 555-0662.
- Oh.
- Good-bye.
- Yes. This is Brian Jones. Please ask her to call me.

Receptionist: Good morning. Oceanside Medical.

Mr. Jones: Good morning. Is Dr. Silva there?

Receptionist:

Mr. Jones:

**2** Kate called her friends yesterday. Where were they? Complete the conversations. Use the words in the box.

bed  hospital  library  mall  vacation  work



1. **Sally:** Hello?

**Kate:** Hello, Sally? It's Kate.

**Sally:** Oh, hi, Kate. Listen. I can't talk right now. I'm at the mall. Call me later?

2. **Jay:** Hello?

**Kate:** Hey, Jay. It's –

**Jay:** Kate. Sorry, can you call me in the morning? I'm \_\_\_\_\_.



3. **Marcela:** Hello?

**Kate:** Hi, Marcela. It's Kate. Do you want to see a movie tonight?

**Marcela:** I'd love to, but I can't. I'm \_\_\_\_\_ with my parents.

4. **Bob:** Hello?

**Kate:** Hi, Bob. It's Kate. You know, you sound terrible. Are you OK?

**Bob:** Not really. I'm \_\_\_\_\_. I broke my leg!



5. **Angie:** Hello?

**Kate:** Hello, Angie? It's Kate. Why are you whispering? Where are you?

**Angie:** Oh, I'm \_\_\_\_\_. .

6. **Pedro:** Hello?

**Kate:** Hey, Pedro. Do you have a minute?

**Pedro:** Not really. I'm \_\_\_\_\_. Call me tonight.

**4 Heidi is checking her voice-mail messages. Complete the messages with the correct pronouns.**

**Ann's message**

Hello, Miss Anderson. This is Ann Lopez. \_\_\_\_\_ I work at First City Bank. \_\_\_\_\_ left your wallet here this morning. Please call \_\_\_\_\_ at (808) 555-1247. I'd like to give it back to \_\_\_\_\_ before we close today.

**Jim's message**

Hey, Heidi. It's Jim. I'm sorry \_\_\_\_\_ missed your call yesterday. Listen, my friends and I are going to go out for coffee tomorrow morning. \_\_\_\_\_ 're meeting at my house at 9:00. Would you like to join \_\_\_\_\_ ? Give \_\_\_\_\_ a call!

**Sarah's message**

Hi, Heidi. It's Sarah. Did you see Marco today? \_\_\_\_\_ 's having a birthday party on Friday. Do you want to go with \_\_\_\_\_ ? I'm going to buy \_\_\_\_\_ a present later. Call \_\_\_\_\_ ! Thanks!

