

TELEPHONE CONVERSATIONS – LISTENING ACTIVITY 1

NAME: _____

LISTEN TO EACH CONVERSATION AND COMPLETE USING THE PHRASES IN THE BOX. THERE ARE EXTRA PHRASES

1. Can I have _____ 302, please?

JUST CHECK THAT

ENGAGED

ON HER MOBILE

I'LL GIVE HIM THE
MESSAGE

EXTENSION

JUST CHECK THIS

AN EXTENSION

COULD I SPEAK TO

PUTTING YOU
THROUGH

ISN'T IN THE OFFICE

CAN I ASK HER TO CALL
YOU BACK?

PHONING ABOUT

IS IN THE OFFICE

CALLING ABOUT

2. Could I _____?

You need 50 units by Friday, and Mr Johansson can contact you on 943694726

B. Yes, that's correct

A. Right, Mr Smith, I'll _____ as soon as he's free.

3. A. Could I have the sales department, please?

B. One moment, please.

Just _____ now.

4. A. Shonagh Clark speaking

B. Hello, I'm _____ your letter of 12th June

5. A. This is Jorgen Bode here. _____ Jean Simmons, please?

B. Oh, I'm sorry, Mr Bode, but Ms Simmons _____ right now.
_____ ? Or I can contact her _____ if it's urgent.

LISTEN AND PUT THE CONVERSATION IN ORDER

	I'm sorry. Could you say that again more slowly?
	Err, yes. Just a moment.
	Yeah. Goodbye.
	UKN Systems. Janet speaking.
	It's 0766 349 3782
	Bye
7	0766 349 3782
	It's probably just around the corner
	Morning. My name's Peter Bland from Pressic SA. I arranged to meet Derek LaMotte at a factory out here on the Houghton Industrial Estate, but I can't find it. Could you give me his mobile so I can ask him where it is?
	Right. Got it. Thanks