

- 1 **2.64** Complete the voicemail message and the caller's message with the words in the box. Listen and check.

this message it's call here back

Voicemail

Hello, ¹_____ is Alex. Sorry,
I'm not ²_____ just now.
Please leave a ³_____ and
I'll call you later.

Caller

Hi, ⁴_____ Pam. Could you
call me ⁵_____? You can
⁶_____ me at work.

3 **Asking someone to wait**

- a Complete the conversation with the words in the box.

just wait minute (x2)

LEO Can you ¹_____ a ²_____? He'll be back soon.

ANNIE Sure.

LEO It's Annie.

DAN Oh, good. ³_____ a ⁴_____.

- b What does *a minute* mean in the conversation?

a 'exactly one minute' b 'a short time'

2 **Asking for someone on the phone**

- a **2.65** Look at Annie's questions and Leo's answers. Underline the correct words. Then watch or listen to Part 2 again and check your answers.

ANNIE Is Dan ¹here / there?

LEO He's not ²here / there just now.

ANNIE Can he call me ³again / back?

LEO He'll be ⁴back / there soon.

- 4 **68** Listen and complete the phone conversation.

SUE Hello, Sue Parker.

NICK Hi, Sue. ¹_____ Nick. Is Melanie there, please?

SUE No, sorry. She's not ²_____ just now. She's at her English class. Do you want to leave a ³_____?

NICK No, it's OK. Can she call me ⁴_____?

SUE OK, I'll tell her.

NICK Thanks. She can ⁵_____ me on my mobile.

SUE OK. ... Just a ⁶_____. I need to find a pen to write the number.

NICK It's OK, she knows my number.

MELANIE Hi, Nick. ⁷_____ Melanie.

NICK Hi, Melanie!

MELANIE Sue says you ⁸_____.

NICK Yes, that's right. Do you want to meet on Friday? We can go for a meal.

MELANIE Yes, I'd love to.

- 5 Complete the conversation with the words in the box.

a minute Ian's phone leave isn't here back soon
there it's can he right now on my mobile I'll tell
this is it's me call me back

IAN Hello, ¹ this is Ian Smith. I'm not here
² right now. Please ³ leave a message
after the tone.

ABBY Hi, Ian. Can you ⁴_____? You can call me on
my work number or ⁵_____.

DAVID Hello. ⁶_____.

ABBY Oh, hello. Is Ian ⁷_____, please?

DAVID Sorry, he ⁸_____ just now. He's in a meeting.

ABBY That's OK. ⁹_____ his sister, Abby.
¹⁰_____ call me back?

DAVID OK, ¹¹_____ him. He'll be ¹²_____
Oh, just ¹³_____. Here he comes now ... Ian,
it's Abby.

IAN Hi, Abby. ¹⁴_____.

ABBY Hello, Ian. At last!

- 6 Put the words in the correct order to make sentences.

1 after / please / leave / the tone / a message .

Please leave a message after the tone.

2 this afternoon / back / can you / call me ?

3 can / wait / you / a minute ?

4 my mobile / call me / on my / you can / home phone / or .

5 right now / I'm not / here .

6 here / just now / sorry, / she isn't .