

CALL ME BACK L8R **ON THE PHONE.**

called - meeting - off - line - leave - message

1- I'm afraid she's taken the afternoon _____
2- Can I take a _____ ?
3- Shall I tell her you _____ ?
4- Hold the _____ , please. I'll put you through.
5- I'm sorry, she is in a _____.
6- Would you like to _____ a message?

Jim is trying to talk to a friend. Listen and put the phone conversations a-c in order.

a- Peter phones Jim's office.
b- Jim phones Peter's office.
c- Jim phones Peter's wife.

Match these headings to the sentences from the phone conversations.

Saying where people can contact you – leaving a message – asking to speak to someone

a) _____

Can I speak to Peter Parker, please?

Is Peter there, please?

Could I speak to Jim Moore, please?

b) _____

Could you ask him / her to phone me tomorrow?

Can you ask him / her to call me back?

Just tell him / her Peter Parker called.

c) _____

He/ She can ring me at the office.

He / She can get me on my mobile.

He / She can call me at home this evening.