



CALL ME BACK L8R

ON THE PHONE.

called - meeting - off - line - leave - message

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

Can I speak to Peter Parker, please?

Is Peter there, please?

Could I speak to Jim Moore, please?

b) [redacted]

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) [redacted]

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.