

**3** Listen to two short phone conversations. Complete the messages written after each conversation. Click on the 'Play' button to listen.

1  called.

Meet him at 2  - not 3 .

Diane 4  called. 5  is fine.

Phone her to sort out 6 .

Mobile: 7 .

Phone today - she's 8  tomorrow.

**1**

A: Hello.

B: Hi, it's Brendan. Is Neil there?

A: No, he's not got up yet. Is it urgent?

B: No, it's OK. Just tell him we're meeting earlier – at [redacted], not eight. And tell him he's very lazy! [redacted] o'clock and still in bed!

A: Well, he was out late last night. Has he got your number, Brendan?

B: Yeah, he has. So what time will he be up?

A: I imagine in about an hour. He didn't get back home till [redacted]

B: Oh right. Well, I'll see him later. Thanks.

A: That's OK. I'll give him your message. Meet at seven, not [redacted]

B: Yeah.

A: Bye now.

2

C: Good morning, DBB. How can I help you?

D: Yeah, hi. Could I speak to Jane Simpson, please?

C: Of course. I'll just put you [redacted] to her.

D: Thanks.

E: Hello.

D: Hi, Jane?

E: No, it's actually Poppy. I'm afraid Jane's out visiting a client. Would you like to [redacted] a message?

D: Yeah, could you tell her Diane called? I've already spoken to my boss and he's fine with the price, so we can go ahead with the work. Can you ask her to phone me when she gets back so we can sort out the details?

E: Of course. Has she got your number?

D: I don't think she has my mobile. It's [redacted]

E: OK [redacted] And what was your name again? Sorry.

D: Diane [redacted] So when will she be back?

E: Probably later this afternoon. I think she said she was going to [redacted]

D: Oh, right. Well, hopefully I can speak to her today. I'm actually away on holiday from tomorrow.

E: Oh, right. Well, I'll let her know anyway.

D: OK. Thanks. Bye.

E: Bye.