

6. 13 Listen to a telephone conversation. Complete the message.

**MESSAGE FOR:** Teresa Baum

**FROM:**

**CALLING ABOUT:**

**PHONE NUMBER:**

**CALL BACK?** ☐ **URGENT?** ☐

7. 13 Match 1-9 to a-i. Then listen again to the telephone conversation in exercise 6 and check.

- |                       |                                    |
|-----------------------|------------------------------------|
| 1 Could I speak ____  | a ... your message.                |
| 2 I'm sorry, but ____ | b ... a contact number?            |
| 3 Could I leave ____  | c ... a message for her?           |
| 4 It's ____           | d ... right?                       |
| 5 So ____             | e ... that's A-N-D-A-C.            |
| 6 Can she call ____   | f ... to Teresa Baum, please?      |
| 7 Can I have ____     | g ... Richard Andac.               |
| 8 Is that ____        | h ... she isn't here this morning. |
| 9 I'll give her ____  | i ... me back as soon as possible? |

8. 14 Match phrases 1-8 to responses a-h, then listen to two conversations and check.

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|---------------------------------------------|------------------------------|
| 1 Can I join you? ____                      | a Very interesting.          |
| 2 I hear you work for GST. ____             | b Sure. See you later maybe. |
| 3 My name's Simon Turing. ____              | c Yes, of course.            |
| 4 What do you think of the conference? ____ | d No, not many.              |
| 5 Do you come here every year? ____         | e Pleased to meet you.       |
| 6 Do you know a lot of people here? ____    | f No, thanks. I'm fine.      |
| 7 Would you like another drink? ____        | g Yes, that's right.         |
| 8 Please excuse me. ____                    | h No, this is my first time. |