



## 10 Choose the correct words.

**Receptionist:** Hello. McKenzie Corporation.

**Mr. Brown:** May I speak to Mr. Scott Myers, please?  
(May I / Would you)

**Receptionist:** I'm busy. He's not in. Can I leave a message?  
(busy / sorry) (Can I leave / Can I take)

**Mr. Brown:** Yes, please. This is Mr. Brown. Would you tell him that / ask him to?  
(Would / Please) (tell him that / ask him to)

I have to reschedule our meeting? My phone number is 303-555-9001.

Please you ask him to call me / ask me to call him?  
(Please / Could) (ask him to call me / ask me to call him)

**Receptionist:** OK, Mr. Brown. I'll give him the message.  
(give him / tell him)

**Mr. Brown:** Thank you very much. Good-bye.



## 11 Match the questions with the correct responses.

<input type="checkbox"/> Let me see if she's in.	<input checked="" type="checkbox"/> That's OK. I'll call back.
<input type="checkbox"/> This is John. John Abrams.	<input type="checkbox"/> Sure, I'd love to come. Thanks.
<input type="checkbox"/> Oh, no. I don't eat meat.	<input type="checkbox"/> Yes. My number is 303-555-3241.

1. I'm sorry. She's busy at the moment.  
That's OK. I'll call back.

4. Would you like to come to a party?

2. Could I ask her to call you back?

5. Could I speak to Tiffany, please?

3. Who's calling, please?

6. Why don't we eat at Sam's Steakhouse tonight?