



## 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                     . He's not in.                      a message?  
(busy / sorry) (Can I leave / Can I take)

**Mr. Brown:** Yes, please. This is Mr. Brown.                      you                       
(Would / Please) (tell him that / ask him to)  
I have to reschedule our meeting? My phone number is 303-555-9001.  
                     you                     ?  
(Please / Could) (ask him to call me / ask me to call him)

**Receptionist:** OK, Mr. Brown. I'll                      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.

2. Could I ask her to call you back?

3. Who's calling, please?

4. Would you like to come to a party?

5. Could I speak to Tiffany, please?

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