

Leaving a message

I. Listen to the calls. Which question does the caller ask? Tick a, b, or c.

Call 1

- 1 Is Rashid ...
a) with you? b) there? c) available?
- 2 Do you know ...
a) when he'll be back? b) when he's free? c) how long he'll be?
- 3 Can I leave ...
a) my name? b) my phone number? c) a message?
- 4 Please ask ...
a) her to call me back. b) him to call me back. c) if he can call me back.

Call 2

- 5 Can you ask her ...
a) to call me back? b) if we're still OK for six o'clock tonight? c) to give me a call?

Call 3

- 6 Do you know ...
a) how long he'll be? b) when he'll be back? c) when he's free?
- 7 Can you ...
a) say Gordon called? b) tell him Gordon called? c) ask him to call Gordon?

II. Match the responses a - f to the questions from the previous exercise.

1 2 3 4 5 6 7

a) I'm afraid not. c) I'll tell him. e) Sure. g) No problem.
b) No, he isn't. d) I'm not sure. f) Yes OK.

III. Complete the phrases with tell, say or ask.

- 1 Can you her I rang?
- 2 Can you her to call me back?
- 3 Can you I'm arriving at eight?
- 4 Can you them it's urgent?
- 5 Just I'll call again at six.
- 6 I'd be grateful if you could him to call me back.
- 7 This message is to her whether she received the package.
- 8 It's only to them all that we'll start a few minutes late tonight.