

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

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|--------------------|-------------------|------------|----------------|
| 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.