

Telephone Conversations

Part 1



Arrange the following sentences into a complete and correct dialogue.

This is Ken Jones from XYZ Corporation.

Good morning. I'd like to speak to Mr. Smith, please.

Thank you. One moment, please. I'll put you through.

Good morning ABC company.
This is Emily speaking, how may I assist you?

Certainly, May I ask who's calling, please?



Name

Name

Telephone Conversations



Part 2

Arrange the following sentences into a complete and correct dialogue.

You're welcome.

I'm sorry, Mr. Smith is currently unavailable.
May I take a message for him?

Sure, please tell him that John from XYZ called
and ask him to call me back.

Can I have your phone number, please?

1234-1234. Is that right?

Thank you, Mr. Jones.

That's right.

Thank you very much.

Yes, Its 1234-1234.



Empty speech bubble for the girl's response.



Empty speech bubble for the boy's response.



Empty speech bubble for the girl's response.



Empty speech bubble for the boy's response.



Empty speech bubble for the girl's response.



Empty speech bubble for the boy's response.



Empty speech bubble for the girl's response.



Empty speech bubble for the boy's response.



Empty speech bubble for the girl's response.

Name

Name