

# ON THE PHONE WORKSHEET

## UNIT 4

A. Match the halves to make phrases.

1. hold
2. put
3. dial
4. take
5. leave
6. hang
7. call
8. keep

- a. up the phone
- b. a memo
- c. someone back
- d. someone through
- e. in touch
- f. on a minute
- g. number five
- h. a message



B. Choose the correct one.

Secretary: Good morning, EnTouch Company.(1) \_\_\_\_\_?

Ryan: Hello, Ryan speaking. (2) \_\_\_\_\_ to  
Mr.Jackson please?

Secretary: (3) \_\_\_\_\_ the phone,please. I'll put you  
through.

Ryan: Thank you.

Secretary: (4) \_\_\_\_\_.

Don't hang up

You're welcome

How may I help you?

Could you put me through