



# ON THE PHONE



**A** Match the word groups to make sentences.

1- Hi, this is...

a. ...that information?

2- Please hold...

b. ...help you with, sir?

3- May I speak...

c. ...to Mr. Johnson?

4- Ms.Spencer is not...

d. ...Jack speaking.

5- Would you like to...

e. ...the phone, please.

6- Could you confirm...

f. ...with Anne?

7- Is there anything I could...

g. ...the line.

8- Could you put me through...

h. ...help you?

9- How could I...

i. ...call me back later?

10- I am calling to...

j. ...available at the moment.

11- Don't hung up...

k. ...leave a message?

12- Could you tell her to...

l. ...speak with Mr. Brown.

