Name_____ Date_____

Listening and Speaking



Proper Etiquette on the Phone

Click true or false for each sentence.

1. The phone should ring about three times before you answer.

true	false

2. When speaking on the phone you should scream.

true	false

3. You should speak clearly.

true	false

4. Answer the phone and say your name.

true	false

5. Proper language should be use.

true	false

Miss Latesha Rolle

LIVEWORKSHEETS