

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 used.

true	false
------	-------