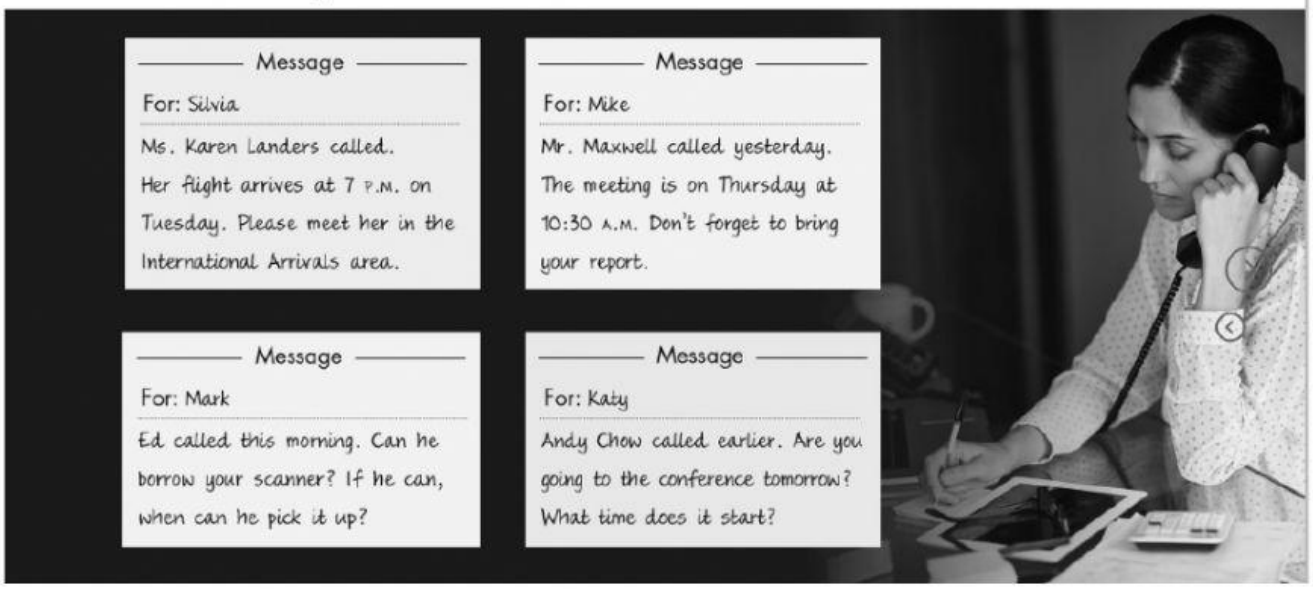
7 **Use these messages to complete the phone conversations. Use indirect requests.**



Message
For: Silvia
Ms. Karen Landers called. Her flight arrives at 7 P.M. on Tuesday. Please meet her in the International Arrivals area.

Message
For: Mike
Mr. Maxwell called yesterday. The meeting is on Thursday at 10:30 A.M. Don't forget to bring your report.

Message
For: Mark
Ed called this morning. Can he borrow your scanner? If he can, when can he pick it up?

Message
For: Katy
Andy Chow called earlier. Are you going to the conference tomorrow? What time does it start?

1. **A:** Is Silvia Vega there, please?
   B: No, she isn't. Would you like to leave a message?
   A: Yes, please. This is Karen Landers calling from Toronto.
   Could you tell her that my flight arrives at 7 P.M. on Tuesday?
   Would _____?
   B: OK, I'll give her the message.
2. **A:** Can I speak to Mark, please?
   B: I'm afraid he's not here. Do you want to leave a message?
   A: Yes, please. This is Ed. Please _____.
   And if it's OK, could you _____?
   B: Sure, I'll leave him the message.
3. **A:** Could I speak to Mike, please?
   B: I'm sorry, but he's not here right now.
   A: Oh, OK. This is Mr. Maxwell. I'd like to leave a message.
   Could _____?
   Could _____?
4. **A:** I'd like to speak to Katy, please.
   B: She's not here right now. Can I take a message?
   A: Yeah. This is Andy Chow.
   Can _____?
   And would _____?

LIVEWORKSHEETS