

7

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

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?

