

# OFFICE SUPPLIES



- 1) Listen to the recording and answer the questions**

<https://www.esl-lab.com/easy/office-supplies/>

- 2) Fill in the blanks of this conversation.**

**Secretary:** Hello, Ultimate Computers. \_\_\_\_\_?

**Caller:** Yes, this is Jack Kordell \_\_\_\_\_ Hunter's Office Supplies. May I \_\_\_\_\_  
Elaine Strong, please?

**Secretary:** I'm sorry, but \_\_\_\_\_

**Caller:** Okay, do you know \_\_\_\_\_?

**Secretary:** Uh, yes, she \_\_\_\_\_ later on this afternoon maybe  
\_\_\_\_\_. May I \_\_\_\_\_?

**Caller:** Yes. Ms. Strong sent me a \_\_\_\_\_ **detailing** your newest \_\_\_\_\_ with a description of other \_\_\_\_\_, but there wasn't \_\_\_\_\_ about after-sales service.

**Secretary:** Oh, I'm sorry. Would you like me \_\_\_\_\_?

**Caller:** Yes, but our fax is being \_\_\_\_\_ at the moment, and it won't be working until \_\_\_\_\_. Hum . . . could you try sending that information \_\_\_\_\_? That should

to look over the material \_\_\_\_\_ Ms. Strong, say, around 5:00.

**Secretary:** Sure. \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, please?

**Caller:** Yes. Jack Kordell and the phone number is \_\_\_\_\_. And the fax number is \_\_\_\_\_.

**Secretary:** Okay. Jack Kordell. Is your name \_\_\_\_\_ C-o-r-d-e-l?

**Caller:** No. It's Kordell \_\_\_\_\_. "K-o-r-d-e-l-l."

**Secretary:** \_\_\_\_\_, Mr. Kordell. And your phone number is \_\_\_\_\_, and the fax number is \_\_\_\_\_. Is that \_\_\_\_\_?

**Caller:** Yes it is.

**Secretary:** All right. I'll be sure to \_\_\_\_\_ this afternoon.

**Caller:** Okay, \_\_\_\_\_

Complete the dialogue with the following words and sentences:

May I help you?	Speak to	when she'll be back
From	she's not in right now	should be here
about 4:30	line of laptop computers	Repaired
take a message	software products	around 2:30.
<b>brochure</b>	any information	around 3:30?
give me time	Could I have your name,	before I call
to fax that to you?	telephone number,	fax number,
560-1287.	560-1288.	spelled
with a "K" and two "l's."	All right,	560-1287,
560-1288.	correct?	send you the fax
bye.		