



Match the sentence halves.

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|---------------------|----------------------------|
| 1. Who's | a) calling. |
| 2. Hello, this | b) to call you back. |
| 3. Can I speak | c) leave a message? |
| 4. Can I | d) is John. |
| 5. I'm afraid she's | e) calling? |
| 6. I'll ask her | f) not here at the moment. |
| 7. Thanks for | g) to Alexandra, please? |

Number the sentences in the correct order to make a phone conversation.

- a) Yes. I'm going to be twenty minutes late. _____
- b) Thank you very much. See you soon. _____
- c) One moment. Who's calling please? _____
- d) Hello. Can I speak to Kim? _____
- e) Thanks for calling. Bye. _____
- f) Good morning. Craven Beauty Parlour. Beverley speaking. _____
- g) No problem. I'll tell her. _____
- h) It's Liz Holder here. _____
- i) Hi, Liz. Oh, I'm afraid Kim's at lunch. Is it about today's appointment? _____
- j) Bye. _____