

6. 13 Listen to a telephone conversation. Complete the message.

MESSAGE FOR: Teresa Baum

FROM:

CALLING ABOUT:

PHONE NUMBER:

CALL BACK? ☐ **URGENT?** ☐

7. 13 Match 1-9 to a-i. Then listen again to the telephone conversation in exercise 6 and check.

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|-----------------------|------------------------------------|
| 1 Could I speak ____ | a ... your message. |
| 2 I'm sorry, but ____ | b ... a contact number? |
| 3 Could I leave ____ | c ... a message for her? |
| 4 It's ____ | d ... right? |
| 5 So ____ | e ... that's A-N-D-A-C. |
| 6 Can she call ____ | f ... to Teresa Baum, please? |
| 7 Can I have ____ | g ... Richard Andac. |
| 8 Is that ____ | h ... she isn't here this morning. |
| 9 I'll give her ____ | i ... me back as soon as possible? |

8. 14 Match phrases 1-8 to responses a-h, then listen to two conversations and check.

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|---|------------------------------|
| 1 Can I join you? ____ | a Very interesting. |
| 2 I hear you work for GST. ____ | b Sure. See you later maybe. |
| 3 My name's Simon Turing. ____ | c Yes, of course. |
| 4 What do you think of the conference? ____ | d No, not many. |
| 5 Do you come here every year? ____ | e Pleased to meet you. |
| 6 Do you know a lot of people here? ____ | f No, thanks. I'm fine. |
| 7 Would you like another drink? ____ | g Yes, that's right. |
| 8 Please excuse me. ____ | h No, this is my first time. |