

**A. Listen to a telephone conversation and answer the questions.**

1. Who is calling?

.....

2. Who does she ask for?

.....

3. Where is the person she wants to speak to?

.....

4. Who will call later?

.....

**B. Complete the dialogues below with the statements/questions a-e.**

**Then listen and check your answers.**

1. A: Hello?

B: Hello. It's Lee 1.....

A: Yes, he is. Just a sec. 2 .....

B: OK, thanks.

2. A: Hello?

B: Hello, Mrs Collins. 3 .....May I speak to Karen, please?

A: Hi, Anne. Sorry, she isn't here right now. 4 .....

B: No, it's OK. 5 .....Bye!

A: OK. Goodbye!

**a.** I'll get him.

**b.** This is Anne.

**c.** Can I take a message?

**d.** I'll call back later.

**e.** Is Jeff there, please?