

Calling the office for absences



adobe stock 575429342

Put the conversation in the correct order.

Put the number 1 to 12 before the correct lines.

	Receptionist: Can you spell that, please?
	Student: My teacher's Anna Lee.
	Receptionist: Good morning! Loganlea TAFE, Sarah speaking! How can I help you?
	Student: Sure, S-M-I-T-H.
	Receptionist: I'll let your teacher know. Thank you for calling.
	Student: Hi, Sarah, good morning! My name's Jenny. I can't come to school today because I'm sick.
	Receptionist: What's your surname, please?
	Student: My surname is Smith.
	Receptionist: Who's your teacher?
	Student: You're welcome. Bye!
	Receptionist: Thanks. Which class are you in?
	Student: I'm in Class 7.

Listen to the conversation.

(the image of speaking icon is from Adobe stock: 304738734)

1	Receptionist	 Good morning! Loganlea TAFE, Sarah speaking! How can I help you?
2	Student	 Hi, Sarah, good morning! My name's Jenny. I can't come to school today because I'm sick.
3	Receptionist	 What's your surname, please?
4	Student	 My surname is Smith.
5	Receptionist	 Can you spell that, please?
6	Student	 Sure, S-M-I-T-H.
7	Receptionist	 Thanks. Which class are you in?
8	Student	 I'm in Class 7.
9	Receptionist	 Who's your teacher?
10	Student	 My teacher's Anna Lee.
11	Receptionist	 I'll let your teacher know. Thank you for calling.
12	Student	 You're welcome. Bye!