Telephoning

Directions: Choose suitable words for telepohne dialogue below.

sure	message	hold	afraid	help
this	repeat	through	call	

Operator: Hello, Frank and Brothers. How can I _____ you?

Peter: This is Peter Jackson. Can I have extension 3421?

Operator: Certianly. Please _____ and I'll put you _____.

Frank: Bob Peterson's office. Frank's speaking.

Peter: _____ is Peter Jackson calling. Is Bob in?

Frank: I'm _____ he's out at the moment. Can I take _____?

Peter: Yes, could you ask him to _____ me at 91476230. It's urgent.

Frank: Could you _____ the number please?

Peter: Yes, That's 91476230, and this is Peter Jackson.

Frank: Thank you Mr. Jackson. I'll make _____ Bob gets your message.

Peter: Thank you.

Frank: Goodbye.

Name .....

LIVEWORKSHEETS