On the telephone

1 a Complete the expressions. Drag the words in the correct order.

1 I to could Walter speak

- Hello. _____ _____ _____ _____ _____ please?

2 Maria there is

- Hello, _____ _____ _____, please?

b Complete the sentences. Ask for the people

1 Imram

_____. Is _____ _____ _____, please?

2 Clara

Hello. _____ _____ speak _____ _____,please?

3 Ms Gonzalez

Hello. _____ _____ there, _____?

4 Jack Brown

_____ Could _____ _____ _____ _____

_____ , _____?

5 Anja

_____. Is _____ _____ , _____?

LIVEWORKSHEETS

2 Match the two halves of the expressions.

1 I think you've got …….	take a message?
2 Who's….	a message?
3 Can I ……	calling, please?
4 Oh, well, can I leave…..	the wrong number.

3 Complete the sentences with the expressions in exercise 2.

1 **A** Hello. Could I speak to Mr Patel, please?

B _____

A It's Liam O'Neil.

B Just a moment, please.

2 **A** Hello. Is Graig there,please?

B _____

A Oh, sorry. Goodbye

LIVEWORKSHEETS

3 **A** Hello. Could I speak to Oliver, please?

B I'm afraid he's in a meeting.

A Yes, of course.

B Please say that the tickets are in the post. Thank you.

4 **A** Is Mrs Pond there, please?

B No, sorry. She's out._____

A Yes, please say that Pierre rang.

B Ok

LIVEWORKSHEETS