



10 Choose the correct words.

Receptionist: Hello. McKenzie Corporation.

Mr. Brown: May I speak to Mr. Scott Myers, please?
(May I / Would you)

Receptionist: I'm . He's not in. a message?
(busy / sorry) (Can I leave / Can I take)

Mr. Brown: Yes, please. This is Mr. Brown. you
(Would / Please) (tell him that / ask him to)
I have to reschedule our meeting? My phone number is 303-555-9001.
 you ?
(Please / Could) (ask him to call me / ask me to call him)

Receptionist: OK, Mr. Brown. I'll the message.
(give him / tell him)

Mr. Brown: Thank you very much. Good-bye.



11 Match the questions with the correct responses.

- | | |
|---|--|
| ☐ Let me see if she's in. | ☒ That's OK. I'll call back. |
| ☐ This is John. John Abrams. | ☐ Sure, I'd love to come. Thanks. |
| ☐ Oh, no. I don't eat meat. | ☐ Yes. My number is 303-555-3241. |

1. I'm sorry. She's busy at the moment.

That's OK. I'll call back.

2. Could I ask her to call you back?

3. Who's calling, please?

4. Would you like to come to a party?

5. Could I speak to Tiffany, please?

6. Why don't we eat at Sam's Steakhouse tonight?