PRACTICE THE CONVERSATION

ON THE PHONE

X : Hello?

Y : Hello, this is Sylvia. _____ I speak with Carol, please?

X : Hold on a sec, please.
Sylvia? I'm sorry, Carol is not here _____ the moment.
_____ you like to leave a message?

Y : Yes. Could you tell her to call me back ASAP? It's pretty urgent.

X : Of course, I _____.

Y : Thanks. Bye.

LANGUAGE NOTES

"Hello?"

: use the rising intonation.

Responses:

- Hello.
- Hi.
- Good morning/afternoon/evening.

LIVEWORKSHEETS

LANGUAGE NOTES

"Hold on a sec"

is used to ask someone to wait.

"Sec" is the short for second.

- Wait a sec!
- Could you hold on a sec?

"ASAP"

is used to ask someone to wait.

"ASAP" is the abbreviation of As Soon As Possible.

- I'll call you back ASAP.
- I'll hand in the report ASAP.

"Pretty"

meaning quite, but not extremely.

- The test was pretty easy.
- The dress is pretty expensive.

LIVEWORKSHEETS