Telephone Conversations
Part 1

Arrange the following sentences into a complete and correct dialogue.

This is Ken Jones from XYZ Corporation.

Good morning. I'd like to speak to Mr. Smith, please.

Thank you. One moment, please. I'll put you through.

Good morning ABC company.
This is Emily speaking, how may I assist you?

Certainly, May I ask who's calling, please?











Name .....

Name .....

LIVEWORKSHEETS

Telephone Conversations

Part 2

Arrange the following sentences into a complete and correct dialogue.

You're welcome.

I'm sorry, Mr. Smith is currently unavailable. May I take a message for him?

Sure, please tell him that John from XYZ called and ask him to call me back.

Can I have your phone number, please?

1234-1234. Is that right?

Thank you, Mr. Jones.

That's right.

Thank you very much.

Yes, Its 1234-1234.



















Name .....

Name .....

LIVEWORKSHEETS