

3 Complete the sentences with a preposition.

EXAMPLE: I'll call you ... in ... ten minutes.

- a I'm trying to connect you. Could you hold
- b When are you going holiday?
- c I'm calling the order I placed last week.
- d Could you pass a message for me?
- e I'll write to you two weeks' time.
- f Tom is paternity leave.

4 Choose an appropriate response.

- | | |
|--------------------------------------|---|
| 1 What's the time in New York? | a Sure, what's your number? |
| 2 When will Eleanor be back? | b Speaking. |
| 3 Is that Tariq Meltam? | c Yes, of course. Let me just find a pen. |
| 4 Is Mr Rotund there? | d Nine a.m. |
| 5 Have a good weekend. | e Yes, it's right here. |
| 6 Did you get my email? | f Yes, it's 09. |
| 7 Could you call me back? | g Yes, he has just come into the office. |
| 8 Can you take a message for me? | h In ten days' time. |
| 9 Do you know the code for Helsinki? | i Thanks. You too. |

5 Complete the sentences with *will* or the present simple tense.

EXAMPLE: I (give) him the message when I (see) him.

I'll give him the message when I see him.

- a I (tell) him you called.
.....
- b If I (find) the information, I (let) you know immediately.
.....
- c If Peter (not come back) from sick leave soon, we (need) to find a replacement.
.....
- d If you (push) that button, you (disconnect) the caller.
.....
- e What (do) if you (not find) Sergei's number?
.....
- f If I (not find) his number, I (call) directory enquiries.
.....