

Skript SuS.docx

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Telephoning – Mixed exercises



Exercise 1: Listening

Listen to the telephone conversation and answer the questions.

- ✓ Why is Mr Hopwood not available?
He's in a meeting.
- ✓ When will Mr Hopwood be available again?
He will be available again in about one hour.
- ✓ When can Mr Hopwood call Jennifer McAndrews back?
He can call her back all day.
- ✓ What is the telephone number of the caller?
5556872

Exercise 2: Role play

Work with a partner and act out the conversation. Write down the phrases on an extra sheet of paper.

Good morning.
Finances Meier here.

**Finanzabteilung
Meier. Guten
Morgen.**

Of course.
I'm gonna put you
through to her.

**Natürlich. Ich
stelle Sie zu Frau
Meier durch.**

Ms Meier is currently in a meeting.
Should I ask her to call you back?

**Frau Meier ist
zurzeit leider in
einer Besprechung.
Soll ich Frau Meier
bitten Sie
zurückzurufen?**

All right Thank you
very much for your call.

**Alles klar. Vielen
Dank für Ihren
Anruf.**

good morning, my name is
Rob Bentley. Can I speak to
ms Meier please?

**Guten Morgen. Mein
Name ist Rob Bentley.
Könnte ich bitte Frau
Meier sprechen?**

Thank you very much.

Danke.

yes please. My phone number is
069 - 773 663

**Ja, bitte. Meine
Telefonnummer ist:
069 - 773 663**

thank you, see you

**Auf
Wiederhören.**