

Oliver, a trainee at Power Engines Ltd. in Leeds, is tidying his desk and filing letters. It is almost 4 pm when the phone suddenly rings. He has his notepad and pencil ready and is prepared to take the call.

- 1 Listen to the telephone conversation and find out what it is about.
What is the main point of the call?
- 2 Listen to the telephone conversation again and complete the form.

Message

Message for: Steven Hill
Caller: Andrew Slate
Company: Distel Electronics
Telephone number: _____
Time: Friday, 4PM

Message: Deliver same panels in 15% reduction of price, because they got a better supplier,
by Tuesday the 12th, if not there refer to Miss Auburn (-274)

- 3 Can you spell English words over the phone?
Complete the spelling table in which all the letters with similar sounds are grouped together.

Internet and e-mail addresses have to be spelt carefully. Even one little mistake in the punctuation will prevent you from finding the Website or will keep your e-mail from being delivered.

Listen to the examples from the CD:

- 1 <http://www.ft.com> (http colon double slash www dot ft dot com)
- 2 <http://www.irish-times.ie> (http colon double slash irish hyphen times dot ie)
- 3 http://www.city.net/countries/united_kingdom/england/london
- 4 <http://www.virtual-london.co.uk/ghosties.html>
- 5 Site.Feedback@ft.com (Site dot Feedback at ft dot com)
- 6 info@phantasy.de

Now read the following addresses:

- 1 <http://www.yahoo.com>
- 2 <http://www.thelondon.net.co.uk>
- 3 <http://www.infoseek.com>
- 4 <http://www.altavista.digital.com>
- 5 http://www.city.net/countries/united_states/new_york
- 6 <http://www.number-10.gov.uk/tour/index.html>
- 7 info@zgb-price.edu

Message**Message for:** _____**Caller:** _____**Company:** _____**Telephone number:** _____**Time:** _____**Message:**
