English For Office and Business

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Tugas Unit 9:

1. **Caller** : Hello. Could 1 speak to Lucia Rodriguez, please?

**Receptionist** : She’s not in the office at the moment. Can I **put**

**you through** to her voice mail?

**Caller** : Yes, thank you

1. **Caller** : Could I speak to Emma, please?

**Emma’s mother** : sure **wait** a second and I’ll get her

1. **Automated operator** : please **leave a message** and try your call again. This is a recording.
2. **Mother** : Magdalena, could you **get** the phone? I need to call dad

**Daughter** : Okay, mom

1. **Chairperson of a meeting** : I would appreciate if everyone could **put down** their cell phones. We have a lot of important things to discuss, and we don’t want to be interrupted.
2. **Caller** : Hi, it’s Ahmed Mohamed calling. Could I speak to Martin Switzer please?

**Receptionist** : I’m sorry. He’s not in now. Can I take a message?

**Caller** : Yes, could you ask him to **call** me **back** when he gets in? it’s urgent.

**Receptionist** : Certainly

1. **Voice mail recording** : Hi, you’ve reached Josh Wills in Accounting. I will be out of the office until July 2 but will be **pick up** my message while I’m away. So please leave yours at the sound of the tone. Thanks and have a great day!
2. **Voice mail recording** : You’ve reached Julia and Ben. We’re not available to take your call right now, but id you leave a message, we’ll **get back** to you as soon as we can. Thanks
3. **Caller** : I can’t seem to **put through** the line always busy