

## Telephone conversations

1. Guess the word: 'You can \_\_\_\_\_ it.'

1. answer, connect, pick up, speak to somebody on, leave off the hook
2. get, give, leave, pass on, receive, record, take, write down
3. have, make, keep, arrange, miss, cancel, postpone, fail to turn up for
4. check, get, give, place, lose, receive, delay, compete for, confirm
5. have, listen to, take part in, carry on, continue, break off, strike up a
6. take, make, give somebody, wait for, accept, place, return somebody's, put through

## Telephoning 1: Part 2

**Add extra language to each of the sentences below.**

1. \_\_\_\_\_ Jane speaking.
2. Can I speak to \_\_\_\_\_ your marketing department please?
3. I'll \_\_\_\_\_ check if he's available.
4. \_\_\_\_\_ hold \_\_\_\_\_, please?
5. Mr. Thatcher is in a meeting \_\_\_\_\_.
6. Would you like \_\_\_\_\_ a message?
7. I'll pass your message on \_\_\_\_\_.
8. \_\_\_\_\_ anything else?
9. I'm sorry; \_\_\_\_\_ I didn't catch your name?
10. I'm \_\_\_\_\_ sorry.
11. Can I check that \_\_\_\_\_?
12. I will get back to you \_\_\_\_\_.
13. Can you speak \_\_\_\_\_ louder, please?