

# MAKING PHONE CALLS: LEAVING A MESSAGE

*Rui Ventura*



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**Phone rings.....**

**RECEIVER:** Hello?

**CALLER:** Hello. Can I speak with John please?

**RECEIVER:** I am afraid She / he is not in.

**RECIEVER - A pessoa não está:**

- Sure, let me check if John is in.
- I am sorry. (but I think) John is out / not in.
- I am afraid John is out / not in...
- I am afraid he can't talk (right) now...★

★ He is...

- ... at the mall
- ... at the bookstore
- ... at home
- ... at the office

★ He is...

- ... in class
- ... in London
- ... in the shower
- ... in a meeting

**RECIEVER**

- Would you like to leave a message?
- Can (could) I take your message?
- Does John have your number?

**CALLER**

- Do you know when he is back?
- What time can I talk to him?
- (oh, I see.) Can (could) I leave a message?

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Phone rings.....

RECEIVER: Hello?

CALLER: Hello. Can I speak with John please?

RECEIVER: I am afraid She / he is not in.

CALLER: Do you know when he is back?

What time can I talk to him?

(oh, I see.) Can (could) I leave a message?

RECEIVER: It won't take too long. He must be back at any moment.

He will be back by 9pm.

Sure (of course).

CALLER: Please, tell him that Mike called. I'm at 9803 3177.

Please, tell him that I need to talk to him.

Please, ask him to call me back as soon as possible.

Please, ask him to call me at home.



# BONS ESTUDOS!

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