

MAKING PHONE CALLS: LEAVING A MESSAGE PRACTICE

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MAKING PHONE CALLS:

LEAVING A MESSAGE - PRACTICE



Phone rings.....

RECEIVER: Hello?

CALLER: Hello. Can I talk to John please?

RECEIVER: I am afraid John is not in right now.

CALLER: Oh I see. Can I leave a message?

RECEIVER: Sure.

Phone rings.....

RECEIVER: Hello?

CALLER: Hello. This is Mike. Can I talk to John please?

RECEIVER: Hello Mike, I'm afraid John is not in.

CALLER: I see.

RECEIVER: Would you like to leave a message?

CALLER: Sure, Ask him to call me back at the office.

RECEIVER: ok.

MAKING PHONE CALLS:

LEAVING A MESSAGE - PRACTICE



Phone rings.....

RECEIVER: Hello?

CALLER: Hello. Is John there?

RECEIVER: John is at the office right now.

CALLER: I see. Can I leave a message please?

RECEIVER: Sure.

CALLER: Ask him to call me back as soon as possible.

RECEIVER: ok.

Phone rings.....

RECEIVER: Hello?

CALLER: Hello. Could I speak to John please?

RECEIVER: I'm sorry but he is out now. Can I help you?

CALLER: I don't think so. Could you take a message?

RECEIVER: Of course.

CALLER: Tell him that Mike called, please.

RECEIVER: Sure.



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