**1.**

**Linda:**Hello?

**Ryan:**Hi Linda, its Ryan. How’s it going?

**Linda:**Pretty good, thanks. How about you?

**Ryan:**I’m fine. Sure glad it’s Friday. Hey, is Peter there?

**Linda:**Yeah, hold on, I’ll get him. Peter! Ryan’s on the phone.

**Peter:**Hey Ryan, what’s up?

**Ryan:**Not much. Are you up for going fishing this weekend?

**Peter:**What? There’s a lot of background noise – I can barely hear you.

**Ryan:**Sorry about that – I’m at the train station. I was wondering if you wanted to go fishing this weekend. I’m heading up to Mountain Lake with some friends early tomorrow morning.

**Peter:**Uh, hang on a sec, let me just check with my wife to make sure we have no other plans.

**Ryan:**Sure.

**Peter:**Okay, she’s given me the green light!

**Ryan:**Sweet! We’ll pick you up at 6 tomorrow morning, is that OK?

**Peter:**Yup. Do you need directions to my place?

**Ryan:**Uh, you still living on Willow Street, near the community center?

**Peter:**Yeah, that’s right. The yellow house, number 30.

**Ryan:**Gotcha. I know how to get there.

**Peter:**All right – see you tomorrow, then.

**Ryan:**Take care.

**Peter:**Bye.

2.

**Mr. Patel :** Hello! May I talk to Nishant?  
**You :** No, sorry. He has gone to market. Is there any message for him?  
**Mr. Patel** : Yes, I am his class-teacher. Tell him that there will be a music competition in the school next week. He has to participate in the competition. Tomorrow is the last day of the registration.

3.

* Yes. Thank you. Please tell her Selma called. Ask her to call me back at 430.444.4444.
* Could you have her return my call tomorrow?
* Please tell him I’ll be available on Thursday at 9:00.
* Yes, please put me through to her voicemail. Thank you.

**4.**

* **Mr. Smith (Secretary)**: Hello, Diamonds Galore, this is Peter speaking. How may I be of help to you today?
* **Ms. Anderson:** Yes, this is Ms. Janice Anderson calling. May I speak to Mr. Franks, please?
* **Mr. Smith:** I'm afraid Mr. Franks is out of the office at the moment. Would you like me to take a message?
* **Ms. Anderson:**Uhm...actually, this call is rather urgent. We spoke yesterday about a delivery problem that Mr. Franks mentioned. Did he leave any information with you?
* **Mr. Smith:**As a matter of fact, he did. He said that a representative from your company might be calling. He also asked me to ask you a few questions...
* **Ms. Anderson:** Great, I'd love to see this problem resolved as quickly as possible.
* **Mr. Smith:** Well, we still haven't received the shipment of earrings that was supposed to arrive last Tuesday.
* **Ms. Anderson:**Yes, I'm terribly sorry about that. In the meantime, I've spoken with our delivery department and they assured me that the earrings will be delivered by tomorrow morning.
* **Mr. Smith:**Excellent, I'm sure Mr. Franks will be pleased to hear that.
* **Ms. Anderson:** Yes, the shipment was delayed from France. We weren't able to send it along until this morning.
* **Mr. Smith:** I see. Mr. Franks also wanted to schedule a meeting with you later this week.
* **Ms. Anderson:**Certainly, what is he doing on Thursday afternoon?
* **Mr. Smith:** I'm afraid he's meeting with some clients out of town. How about Thursday morning?
* **Ms. Anderson:** Unfortunately, I'm seeing someone else on Thursday morning. Is he doing anything on Friday morning?
* **Mr. Smith:** No, it looks like he's free then.
* **Ms. Anderson:** Great, should I come by at 9?
* **Mr. Smith:** Well, he usually holds a staff meeting at 9. It only lasts a half-hour or so. How about 10?
* **Ms. Anderson:** Yes, 10 would be great.
* **Mr. Smith:** OK, I'll schedule that. Ms. Anderson at 10, Friday Morning...Is there anything else I can help you with?
* **Ms. Anderson:** No, I think that's everything. Thank you for your help...Goodbye.
* **Mr. Smith:** Goodbye.