

CONVERSATION

Claire: Hello, Finance Department.

Female: Hello. Can I speak to Adrian Luther, please?

Claire: I'm afraid he's in a meeting at the moment. Can I help?

Female: No, I need to talk to Mr. Luther, I think. What time will he be out of the meeting?

Claire: In about an hour. Can you call back later?

Female: Okay. I'll do that.

Claire: Or can I take a message?

Female: Actually, would you mind? Could you tell him that Jenny Caine called and that I'm in the office all day if he could call me back?

Claire: Can I take your number, please?

Female: Yes. It's 5862487.

Claire: 5862487. Okay, I'll make sure he gets the message.

Female: Thank you for your help, bye.

Claire: Goodbye.



ACTIVITY

Instructions: Finish the sentence by choosing the correct words and writing them in the spaces provided below.

1. He's not in his office at the moment,

_____?

take / can / your / message / I / a / please

2. She'll be back in the office this afternoon,

_____?

later / call / can / back / you / soon / message

3. Can I speak to June Wilkinson please?

_____?

meeting / afraid / I'm / she's / a / in / at / on

4. Could you ask him to ring me back please? My number is 020 7558 4567.

_____, _____

message / I'll / sure / make / OK / gets / he / the / an / on

LET'S PRACTICE

You are calling your doctor because you wanted to reschedule your appointment with him. But the doctor is not around. Leave a message to the secretary.