

One moment, please

Student A

1 Complete the gaps in the conversation. Work in pairs. Check your answers with your partner then practise the conversation.

- 1 Good _____. Can ____ help _____?
- 2 Yes, can I speak to Adam Aitken?
- 3 I'm _____. He's ____ of ____ office ____ the _____.
- 4 OK. Thank you. I'll call back later.

2 Work with your partner. Take turns to play Sarah the receptionist and a caller. Ask to speak to the different people at International Sales Company. Act out the conversations.



One moment, please

Student B

1 Complete the gaps in the conversation. Work in pairs. Check your answers with your partner then practise the conversation.

- 1 Good morning. Can I help you?
- 2 Yes, _____ I _____ to Adam Aitken, _____?
- 3 I'm sorry. He's out of the office at the moment.
- 4 OK. _____ you. _____ call _____ later.

2 Work with your partner. Take turns to play Sarah the receptionist and a caller. Ask to speak to the different people at International Sales Company. Act out the conversations.