

# Telephone messages

## *Student A*

**1** Work in pairs. Look at the expressions used in telephone messages. Compare your list with your partner's list. Match expressions from the two lists which have a similar use. Look at the picture of the receptionist on the worksheet. Which expressions could she say?

- 1 I'd like to leave a message.
- 2 I'll phone back later.
- 3 Could I speak to Rosie Hughes, please?
- 4 Please tell her to call me.
- 5 Who's calling?
- 6 Would you like to leave a message with me?
- 7 I'm on 273273.

**2** Imagine you are the receptionist at Dibble Brothers Limited. Use the pictures to prepare a conversation in which you take calls and messages. With your partner, act out the conversation.

Change roles and act out the conversation again.



# Telephone messages

## *Student B*

**1** Work in pairs. Look at the expressions used in telephone messages. Compare your list with your partner's list. Match expressions from the two lists which have a similar use. Look at the picture of the receptionist on the worksheet. Which expressions could she say?

- 1 My number is 273273.
- 2 Is Rosie Hughes there?
- 3 Can I take a message?
- 4 Could I leave a message?
- 5 Can you ask her to ring me?
- 6 I'll try and call again.
- 7 Can I take your name?

**2** Imagine you call the receptionist at Dibble Brothers Limited. Choose three different people in the pictures of the offices and prepare a conversation in which you ask to speak to the people and leave messages. Then act out the conversation.

Change roles and act out the conversation again.