

**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**

**Activity**

**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.**