

### Continue the telephone conversations from the useful phrases

*Say one of the phrases below, listen to your partner's reply, then continue roleplaying from there until the end of the phone call. Then take turns starting with different sentences from below.*

Can I speak to Mr Snow?

Can I speak to someone from your marketing department?

My name is... I sent you an email last week about...

Can you talk?

Is that Steven?

Thank you for your email earlier.

She's away from her desk.

Can I take a message?

Can you call again later?

Can I call you back in twenty minutes?

Do you have the document in front of you?

I've been trying to phone her all day but I can never get through.

Actually, I really need to speak to him in person quite urgently.

What's the best way of contacting you?

I can't hear you very well.

Can I just check whether he has your phone number or not?

I know you're very busy, so I'll let you get on.

*Ask your teacher about any you had problems with, working together as a class to continue the conversations from that point each time.*

*Extension: Work together to write a telephone call with as many of the phrases above in as you can.*