

Answer Sheet: Telephones

Choose the correct answer.

Q1 - The person who answers the phone in a company is the

- receptionist
 operator

Q2 - If someone is on the phone, their line is

- busy
 full

Q3 - If someone is on the phone, their line is

- engaged
 full

Q4 - The part of the phone that you hold in your hand is called the

- handle
 receiver

Q5 - If you put the phone down because you have finished the conversation, you up

- ring
 hang

Q6 - If you put the phone down because you are angry, you ring

- off
 up

Q7 - You have to a number to speak to someone

- mark
 dial

Q8 - If you have problems with a phone, you call the

- telephonist
 operator

Q9 - If you don't pay your bill, your phone will be cut

- out
 off

Q10 - A telephone that has no wires is

- wireless
 cordless

Q11 - If you need to know a phone number, look it up in the phone

- directory
 list

Q12 - The pages list business numbers

- yellow
 white