

## How do you say it on the phone?



1. Ask what someone's name is.

---

---

---

2. Ask what someone's name is after they've told you.

---

---

---

3. Tell someone to wait or ask someone to wait.

---

---

---

4. Ask or tell someone to say the same thing again.

---

---

---

5. Ask or tell someone you want to leave a message.

---

---

---

6. Tell someone you have to call them back.

---

---

---

7. Call to tell someone you are going to be late.

---

---

---

8. Ask or tell someone to explain something or explain how to do something.

---

---

---

9. Ask or tell someone to explain something again.

---

---

---

10. Ask or tell someone to do something for you.

---

---

---

11. Ask or tell the department manager you need to talk to her or him.

---

---

---

12. What do you ask or tell people when you speak on the phone?

---

---

---