

ON THE PHONE WORKSHEET

UNIT 4

A. Match the halves to make phrases.

1. hold

2. put

3. dial

4. take

5. leave

6. hang

7. call

8. keep

a. up the phone

b. a memo

c. someone back

d. someone through

e. in touch

f. on a minute

g. number five

h. a message



B. Choose the correct one.

Secretary: Good morning, EnTouch Company.(1) _____?

Ryan: Hello, Ryan speaking. (2) _____ to

Mr.Jackson please?

Secretary: (3) _____ the phone,please. I'll put you
through.

Ryan: Thank you.

Secretary: (4) _____.

Don't hang up

You're welcome

How may I help you?

Could you put me through