

Telephone English Role-Plays

(Business English: Student A)

- ① You work for ABC Tech – a computer supplier. Everyone in your office is out, or busy. Read the table below. Have role-plays with your partner, and take messages.



	Now:	Message?
Henry McDonald	On another line	
Neil Clarkson	Sick	
Janet Grant	In a meeting	
Michael Hampton	You can't find him!	

- ② Read the table below. Make four phone calls. Leave messages.

You are:	Phone:	Speak to:	Message:
Tom Parker from G.C. International	03 9943 7765	Robert Benson	You'll send the new designs by courier mail.
Susan Jennings	He knows	Doug Jennings	Call your wife immediately!
Janet Granger from Micro-com	0973 847 888	Julian Anderson	Please call back ASAP.
Rob Downing from the Tech-Times	034 8847 983	Sarah Mitchell	Your flight details have changed. You'll arrive in London on the 12 th .