

Telephone: Messages

Useful Phrases

- Can I speak to ..., please?
- I'm afraid he's in a meeting
- Can I help?
- Can you call back later?
- Can I take a message?
- Could you tell him that...
- Can I take your number, please?
- OK, I'll make sure he gets the message

Transcript

- Claire:** Hello, finance department.
- Jennifer:** Hello, can I speak to Adrian Hopwood, please?
- Claire:** I'm afraid he's in a meeting at the moment. Can I help?
- Jennifer:** No, I need to talk to Mr Hopwood, I think. What time will he be out of the meeting?
- Claire:** In about an hour. Can you call back later?
- Jennifer:** Okay, I'll do that.
- Claire:** Or can I take a message?
- Jennifer:** Actually, would you mind? Could you tell him that Jennifer McAndrews called and that I'm in the office all day if he could call me back.
- Claire:** Can I take your number, please?
- Jennifer:** Yes, it's 5556872
- Claire:** 5556872. Okay, I'll make sure he gets the message.
- Jennifer:** Thanks very much for your help, bye!
- Claire:** Goodbye!