



LOOK AT THE PHONE CONVERSATION BETWEEN PETER YORK, A YOUNG BUSINESSMAN ARRANGING AN APPOINTMENT WITH A DIRECTOR OF W.D. COMPANY TO DISCUSS A NEW PROJECT, AND A SECRETARY.

FILL THE GAPS USING MIXED PHRASES GIVEN BELOW.

SECRETARY: Good afternoon, W.D. Company, Margaret Baker 1) .....

PETER: Hello, this is Peter York from International Data. 2) ..... Martin Jones, please?

SECRETARY: I'm afraid Mr. Jones is out of the office. 3) .....?

PETER: Well, I was hoping to 4) ..... with him for next Wednesday.  
Do you know, what his schedule looks like?

SECRETARY: Mr. Jones is away on business and we don't 5) ..... until next Thursday,  
but he could 6) ..... Friday afternoon.

PETER: Unfortunately, I'm unavailable on Friday. Let me 7) ..... and could you ask him to  
8) ..... with me as soon as he arrives? My phone number is 2-2-2-3-1-3-7-6-9.

SECRETARY: 9) ..... It's 2-2-2-3-1-3-7-6-9.

PETER: That's right.

SECRETARY: Fine. I'll ask him to call you. 10) .....

PETER: Thank you, goodbye.

SECRETARY: Goodbye.

- A. as soon as he gets in
- B. could I speak to
- C. expect him back
- D. get in touch
- E. give you my phone number

- F. let me repeat it.
- G. see you
- H. set up a meeting
- I. speaking
- J. would you like to leave a message