



Jumbled Text

The lines in the following telephone conversation are in the wrong order. Rearrange them, then listen to *Talking Business: Telephone: Messages* and check your answers.

- 1 Claire: Or can I take a message?
- 2 Female: 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.
- 3 Claire: Goodbye!
- 4 Female: Yes, it's 5556872.
- 5 Claire: In about an hour. Can you call back later?
- 6 Female: Hello, can I speak to Adrian Hopwood, please?
- 7 Claire: Can I take your number, please?
- 8 Female: No I need to talk to Mr Hopwood, I think. What time will he be out of the meeting?
- 9 Claire: Hello, finance department
- 10 Female: Okay, I'll do that.
- 11 Claire: I'm afraid he's in a meeting at the moment. Can I help?
- 12 Female: Thanks very much for your help, bye!
- 13 Claire: 5556872. Okay, I'll make sure he gets the message.

KEY (original conversation from *Talking Business: Telephone: Messages*)

- 9 Claire: Hello, finance department
- 6 Female: Hello, can I speak to Adrian Hopwood, please?
- 11 Claire: I'm afraid he's in a meeting at the moment. Can I help?
- 8 Female: No I need to talk to Mr Hopwood, I think. What time will he be out of the meeting?
- 5 Claire: In about an hour. Can you call back later?
- 10 Female: Okay, I'll do that.
- 1 Claire: Or can I take a message?
- 2 Female: 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.
- 7 Claire: Can I take your number, please?
- 4 Female: Yes, it's 5556872.
- 13 Claire: 5556872. Okay, I'll make sure he gets the message.
- 12 Female: Thanks very much for your help, bye!
- 3 Claire: Goodbye!