

Name \_\_\_\_\_ **Telephone Conversations**

# Using Appropriate Greetings

Write an appropriate greeting for each time given.

1. 10:00 a.m. \_\_\_\_\_

2. noon \_\_\_\_\_

3. 2:00 p.m. \_\_\_\_\_

4. 5:00 p.m. \_\_\_\_\_

5. 8:00 a.m. \_\_\_\_\_

6. 8:00 p.m. \_\_\_\_\_

Write an appropriate sentence for each situation.

7. It is nearly midnight. You are calling with an emergency.



8. It is seven in the morning and you are calling a colleague at home.

9. It is the end of the work day and you are trying to catch someone while he is still in the office.

10. It is dinner time and you are calling a fellow student at home.