

Name _____ **Telephone Conversations**



Telephone Conversations

DIRECTIONS: Working in pairs, with one student being the caller and the other the person who answers the phone, act out each conversation.

Student A

You are calling from Dazzle Printing Company about a recently placed order. You want to speak to Richard Klein, who is the person who placed the order. Delivery of the order will be delayed.

Student B

You are Richard Klein's wife. Richard is not available at the moment. Take a message.

Student A

You are a recent college graduate looking for a job. You are calling to speak to John Marshall, a recruiter at Gladiator, Inc.

Student B

You are John Marshall, a busy recruiter at Gladiator, Inc. You have seen the caller's resume and you are interested in speaking to her/him. However, you will need to arrange another time to talk.