

Telephone and email spot the difference

Student A

Without showing your sheet to your partner, read out your sentences and listen to your partner's. Which words are different in each sentence?

Are the meanings the same or different? Would you use the sentences in the same or different situations?

What are the differences?

1. Shall I give you his mobile number?
2. I'm putting you on hold
3. Can you spell your name?
4. I'm afraid the line is busy
5. Can you put me through to extension 3121, please?
6. Can you hold?
7. See you then
8. Can I take a message?
9. Let's meet in Victoria
10. Dear John
11. Can you tell her to call me back?
12. You've reached Janet Smithers.
13. I look forward to seeing you
14. Please leave your message after the tone
15. Have you got a minute?
16. Sorry, you are breaking up. Can I phone you back?
17. Thanks in advance.
18. There's no Mr Brown here
19. I have to do it?
20. Sorry, it's late
21. There are several points: prizes, booby prizes and award ceremonies
22. I'm not interested in your "solutions"
23. No
24. My boss who works in London is dealing with it
25. I'm afraid he's out of the country at the moment

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Student B

Without showing your sheet to your partner, read out your sentences and listen to your partner's. Which words are different in each sentence?

Are the meanings the same or different? Would you use the sentences in the same or different situations?

What are the differences?

1. Shall I give you his cell phone number?
2. I'm putting you through
3. Can you spell your first name?
4. I'm afraid the line is engaged
5. Can I have extension 3121, please?
6. Can you hold on?
7. See you later
8. Would you like to leave a message?
9. Let's meet at Victoria
10. Dearest John
11. Can you ask her to call me back?
12. Janet Smithers speaking
13. I'm looking forward to seeing you
14. Please speak after the beep
15. Are you free to talk?
16. Sorry, it's a bad line. Can I phone you back?
17. Thanks for the advance.
18. Mr Brown isn't here
19. I have to do it.
20. Sorry it's late
21. There are several: points, prizes, booby prizes and award ceremonies
22. I'm not interested in your solutions.
23. No!
24. My boss, who works in London, is dealing with it
25. I'm afraid he's on holiday in Hawaii at the moment