

TASK



Work in pairs to perform a series of telephone conversations, using prompts provided below. Each student takes turns being the caller and the receiver.

1. Making a Call:

- **Confirming a Delivery:** A customer calls a supplier to confirm the delivery time for an order.
- **Inquiring About Services:** A potential client calls a company to ask about their services or products.

2. Leaving a Message:

- **Leaving a Message for a Manager:** A colleague leaves a message for the manager about an urgent issue about the sales
- **Requesting Call-Back:** A caller leaves a message requesting a return call at a specific time.

