

Practice Phone Calls

With a partner, select one of the tasks below and do the following exercises:

- (a) Write out the conversation you would have in this situation (brief notes).
- (b) Practice the conversation with your partner.
- (c) Record your conversation.
- (d) Playback and listen.
- (e) Correct your errors.

Tasks

1. Make an appointment with the dentist.
 2. Report an electricity failure at your house.
 3. Make a reservation at a restaurant/theatre.
 4. Cancel an appointment with your hairdresser and arrange another.
 5. Arrange to have someone clean your chimney.
 6. Enquire about car insurance.
 7. Leave a message on an answering machine for delivery of oil/fuel to your home.
 8. Report a fault in a neighbours phone.
 9. Answer an advertisement for a second-hand car.
 10. Book a coach/bus for a class outing.
- *For each of the above tasks, make sure to include **all** the necessary details.*