

Telephoning

message	call you back	bye
here at the moment	Can you tell him	can I speak to

Mohammed	Hello. 646464
Dave	Hello (1)..... Akram please?
Mohammed	I'm sorry, he's not (2)..... Can I take a (3)?
Dave	(4) that Dave called?
Mohammed	No problem. I'll tell him to (5).....
Dave	Thankyou, bye
Mohammed	Okay, (6).....

Emergency Telephone Conversation

5353535	There is a fire	address
Ambulance	the problem	name and telephone number

Emergency Services	Hello, 999. Fire brigade, (1)..... or Police?
Ahmed	Fire brigade please.
Emergency Services	What's the. (2).....?
Ahmed	213 New Way West
Emergency Services	What's (3).....?
Ahmed	(4)..... next door. Please hurry
Emergency Services	What's your (5).....?
Ahmed	Ahmed Hussein (6).....
Emergency Services	The fire engine is on its way sir.

Booking a Taxi

will be there at 8	are you going to	from
Cheers	Can I take	Can I book a taxi

Taxi Company	Hello, 656565 taxis.
Ibrahim	(1)..... for 8 o'clock please?
Taxi Company	Where (2).....?
Ibrahim	434 Old Field Avenue.
Taxi Company	Where (3).....?
Ibrahim	Town centre.
Taxi Company	(4).....your name please?
Ibrahim	Ibrahim.
Taxi Company	Okay mate, the taxi (5).....
Ibrahim	Thanks, goodbye.
Taxi Company	(6)..... mate.

Booking a restaurant

How many people	Smoking	see you at seven
My name is	Can I take	Can I book a table

Restaurant	Hello, Taj Mahal
Tony	(1)..... for 7 o'clock please?
Restaurant	(2).....is it for?
Tony	five.
Restaurant	(3)..... or non smoking?
Tony	Non smoking please.
Restaurant	(4)..... your name and telephone number please?
Tony	(5)..... Tony Smith and my number is 53535353.
Restaurant	Okay Mr Smith, (6).....
Tony	Goodbye.



How to run this lesson:	
Level:	Elementary (Entry 1 and Entry 2)
Time:	40 mins
Materials Needed:	Worksheets
Target Grammar:	none
Target Vocab:	Language of telephones
Target Skill:	Matching information, reading
Procedure:	<ol style="list-style-type: none"> 1. You can introduce these one by one or do them at different times. 2. Give out the worksheets and have students fill in the answers in pairs. 3. Have students then role play the conversations with you in front of the class. (cover your mouth when you do this - makes it harder and more authentic.) 4. Have students to role play with each other.
Notes	If you need to make this harder, take out the answer box at the top. (literally cut it out and photocopy it)

