

Name: _____

Date: _____



Man: Hello, this is Abraham Lincoln. May I speak to Angela Gibson, please?

Woman: I'm sorry Mrs. Gibson hasn't come into work yet. I'm her assistant, Jenny Craig. Could I take a message?

Man: Yes, thanks. I was wondering if I could see her today about some copiers she is interested in. I planned on showing her some brochures about our equipment.

Woman: Oh yes, she told me she wouldn't have time to deal with it today because of department meetings she has scheduled all day. She said she would probably have time tomorrow. I'll let her know you called.

1. _____ hasn't come into work yet.

2. I was wondering _____

3. I planned on _____

4. I am interested in _____

5. I will have time _____