8. Sınıf İngilizce On the Phone Çalışma Kâğıdı – Following Phone Conversations

WORKSHEET

2026-2027 · Ünite 4: On the Phone · İşlev: Following Phone Conversations

Name: _____ Class: _____ Date: _____

A Phone vocabulary

Match the words with their meanings. *(Kelimeleri anlamlarıyla eşleştirin.)*

1. engaged	a) a short written note
2. hang up	b) connect a caller to another person
3. extension	c) a number for one phone in a big office
4. put someone through	d) end a phone call
5. get back to someone	e) busy; someone is using the line
6. memo	f) call someone again later with an answer

B On the phone

Complete the sentences with the words in the box. *(Cümleleri kutudaki kelimelerle tamamlayın.)*

this • Hang • available • take • line • dial

1. Hello, _____ is Kaan. Can I speak to Burak, please?
2. _____ on a minute. I'll get him.
3. I'm afraid she isn't _____ at the moment. She's in a meeting.
4. Can I _____ a message for her?
5. Sorry, I can't hear you. The _____ is very bad.

C What do you say?

Choose the correct option. *(Doğru seçeneği işaretleyin.)*

1. You want to talk to Mrs Kara. What do you say?

   a) Who are you?
   b) Is Mrs Kara there, please?
   c) Give me Mrs Kara.
   d) I am Mrs Kara.

2. The person your friend wants is out. What do you offer?

   a) Would you like to leave a message?
   b) Why are you calling?
   c) Please hang up now.
   d) You have the wrong number.

3. Receptionist: “Can you hold, please?” What does she mean?

   a) Can you call later?
   b) Can you speak louder?
   c) Can you wait on the line?
   d) Can you send a message?

4. A: Hello, is this 0216 555 47 30? B: No, I’m afraid ____.

   a) the line is engaged
   b) she is not available
   c) I’ll put you through
   d) you have the wrong number

5. Which sentence is polite on the phone?

   a) Could I speak to the manager, please?
   b) Where is the manager?
   c) Manager, now!
   d) I want the manager.

D Take a message

Read the phone conversation and complete the memo by answering the questions. *(Telefon konuşmasını okuyun ve soruları cevaplayarak not kâğıdını doldurun.)*

School secretary: Good morning, Gazi Secondary School. How can I help you?
Ms Yıldız: Hello, this is Seda Yıldız from the Konya Science Centre. Could I speak to Mr Özdemir, the science teacher, please?
Secretary: Hold on, please. I'll try to put you through… I'm sorry, his line is engaged. Would you like to leave a message?
Ms Yıldız: Yes, please. It's about the 8th grade trip to our centre. Our bus can't come on Tuesday because of a technical problem. Can we change the trip to Thursday?
Secretary: Thursday… OK, I've got that.
Ms Yıldız: And could he call me back before 5 p.m. today? My number is 0332 444 18 18, extension 214.
Secretary: Extension 214. Of course. I'll give him the message as soon as he's free.
Ms Yıldız: Thank you very much. Goodbye.
Secretary: You're welcome. Goodbye.

1. Who is calling?

.....

2. Who is the message for?

.....

3. What is the problem?

.....

4. What is the new date for the trip?

.....

5. What should Mr Özdemir do?

.....

.....

E Phone sentences

Put the words in the correct order. *(Kelimeleri doğru sıraya koyarak cümle kurun.)*

1. *Could / to / speak / Ms / please? / I / Demir,*

2. *him? / message / a / I / for / Can / leave*

3. *ask / to / call / Please / back. / her / me*

4. *you / number. / sorry, / the / I'm / wrong / have*

F Complete the conversation

Complete the phone conversation with the words in the box. *(Telefon konuşmasını kutudaki kelimelerle tamamlayın.)*

speak • gone • leave • ahead • call • pick

1. Aslı: Hello, can I _____ to Ömer, please?
2. Ömer's brother: Sorry, he's _____ out. He's at football practice.
3. Aslı: Oh. Can I _____ a message?
4. Ömer's brother: Sure. Just a second, I need a pen. OK, go _____ .
5. Aslı: Please tell him to bring my maths book tomorrow. And ask him to _____ me back tonight.