Τelephoning – Answering a telephone call

Read the following dialogue where a secretary is answering a phone call.

Write a similar dialogue where the secretary answers the telephone identifying

Herself and the company she works for and asks how she might help. Then she

Suggests taking a message for the manager who is not in.

* Hello, Daneline, this is Amy. How can I help you?
* Hi, Amy! My name is Mark Rand. I’m calling for Sylvie Petersen.
* Just a moment please.
* All right.
* Thanks for holding.
* I’m afraid Mrs Petersen is not in right now. Can I take a message?
* Sure. Could you tell her to call me back, please? My telephone number

Is 210 3454390.

* Yes, of course, sir.
* Thank you.

<https://www.youtube.com/watch?v=P4Ph0Ct5HXc>