

Track 16 – Unit 5/17

Announcer: A telephone conversation

Cindy: AG Design. Cindy speaking. How may I help you?

Mr Harrington: Hello. This is Thomas Harrington speaking.
Could I speak to Ms Brightman, please?

Cindy: I'm sorry, Mr Harrington, Ms Brightman is busy at the moment. Can I help you?

Mr Harrington: Yes, perhaps you can. I applied as a web designer for your company and am wondering if you've received my application.

Cindy: I'm not sure if we received it. When did you send it?

Mr Harrington: I sent it last Thursday.

Cindy: Last Thursday? OK, just a moment. I'll check for you. Yes, Mr Harrington. I just found it. I passed your application on to Ms Brightman last Friday.

Mr Harrington: Oh, on Friday? Well, Ms Brightman hasn't responded yet. Could you please let her know that I called?

Cindy: Yes, Mr Harrington. I will give her the message.

Mr Harrington: Thank you. Goodbye.

Cindy: You're welcome. Goodbye, Mr Harrington.