

Cindy is a student who wants to speak to Mr. Lau to arrange a visit to his company. Mr. Lau is not there. What does she say to make sure she gets to speak to him next time she calls?

Telephone conversation 1

Cindy [calls]
Secretary Good morning, Asia Pacific Enterprises.
Cindy Hello, could I speak to Mr. Lau, please?
Secretary I'm afraid Mr. Lau is in a meeting right now. Can I help you?
Cindy Well, I am doing a project at Hong Kong University on work experience...
Secretary Perhaps it's better if I speak to Mr. Lau personally.
Cindy Fine, could you call back when the meeting is finished?
Secretary Yes, could you tell me when is the best time to call?
Cindy Probably after 4 pm.
Secretary Yes, I'll do that. Thank you for your help.
Cindy You're welcome.
Secretary Good bye
Cindy Bye
Secretary [hangs up]