

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... Perhaps it's better if I speak to Mr. Lau personally.
Secretary	Fine, could you call back when the meeting is finished?
Cindy	Yes, could you tell me when is the best time to call?
Secretary	Probably after 4 pm.
Cindy	Yes, I'll do that. Thank you for your help.
Secretary	You're welcome.
Cindy	Good bye
Secretary	Bye
Cindy	[hangs up]