

I'm a bit short of time ...

Read the two gapped telephone conversations. The bits missing from the first conversation are all in the list below, ready to place them in the right lines. After you have done that, try and fill the second conversation with the words you find most appropriate.

working	these	Yes. Who's that?
remembered	about	give
free	after	anything
sure	Fine, thanks.	

Conversation 1

SUE: Hello. Marketing Department.

JOE: Hi. Is that Sue?

SUE: (1) _____

JOE: This is Joe. How are you?

SUE: (2) _____

JOE: Listen, Sue. Are you doing (3) _____ this evening?

SUE: I'm not (4) _____. Why?

JOE: Well, I thought we might go out for a meal somewhere.

SUE: Oh, dear. I've just (5) _____. It looks as if I'm not (6) _____ this evening after all.
I'm (7) _____.

JOE: Well, how about tomorrow?

SUE: No. I really ought to stay in tomorrow. It's ages since I washed my hair.

JOE: What (8) _____ the day (9) _____ tomorrow?

SUE: No, I'm away then. Look, Joe. I'm really a bit short of time (10) _____ days. I've got a whole lot of work to finish by the end of the month. It's because of the reorganisation at the office. You know how it is. I'll (11) _____ you a ring when things get easier. OK?

JOE: OK. Bye.

SUE: Bye.

Conversation 2

TOM: Hello. Accounts Department.

SUE: Hello. (12) _____ ?

TOM: Yes, (13) _____ ?

SUE: (14) _____ is Sue.

TOM: Oh, hi Sue. (15) _____ ?

SUE: Fine. What about you? Still working (16) _____ the same place?

TOM: Yes. They haven't found out about me (17) _____. In fact, they even say they're (18) _____ to give me a rise next month.

SUE: Look, Tom, I haven't seen you (19) _____ ages. (20) _____ this evening?

TOM: Don't think so.

SUE: (21) _____ to come for a drink? That is, unless you're too (22) _____ .

TOM: No, I'd love (23) _____. Where (24) _____ we meet?

SUE: How (25) _____ the King's Arms?

TOM: OK. (26) _____ ?

SUE: Say, about (27) _____ o'clock?

TOM: Eight o'clock's difficult. I don't get home (28) _____ half past seven. Could we make it a quarter past?

SUE: OK. Quarter past eight at the King's Arms. (29) _____ you then.

TOM: See you. Bye.

SUE: Bye.