**Warm Up**

Listen to the conversation.

**Supervisor: Hello. This is Fermin**

**Employee: Hi, Fermin. It’s Beth.**

**Supervisor: Hi Beth. How’s it going?**

**Employee: I’m calling, because I can’t come to work today. I have a fever, and I am nauseous.**

**Supervisor: I’m sorry to hear that. I hope you feel better soon.**

**Employee: Thank you.**

**Supervisor:** **Please call me again tomorrow if you are still sick.**

**Employee: I will.**

**Supervisor: Take care.**

**Employee: Thank you.**

1. Who is Fermin?
2. Is Beth sick?
3. What’s wrong with Beth?
4. Why did Beth call Fermin?

**A**

**Calling in Sick**

Listen to the conversation. Write the missing words.

**Supervisor: Hello. This is Liz.**

**Employee: Hi. This \_\_\_\_\_\_\_\_\_\_ Beth.**

**Supervisor: Hi Beth. What’s up?**

**Employee: I \_\_\_\_\_\_\_\_\_\_\_\_ sick, and I can’t come to work today. I \_\_\_\_\_\_\_\_\_\_\_\_\_ a fever, and I \_\_\_\_\_\_\_\_\_\_\_\_\_ nauseous.**

**Supervisor: Thank you for calling. I hope you feel better soon.**

**Employee: Thank you.**

**Calling in Sick**

**Supervisor: Hello. This is Liz.**

**Employee: Hi. This is Beth.**

**Supervisor: Hi Beth. What’s up?**

**Employee: I am sick, and I can’t come to work today. I have a fever, and I am nauseous.**

**Supervisor: Thank you for calling. I hope you feel better soon.**

**Employee: Thank you.**

**B**

**Calling in Sick**

Listen to the conversation. Write the missing words.

**Supervisor: Hello. This is Liz.**

**Employee: Hi. This \_\_\_\_\_\_\_\_\_\_ Beth.**

**Supervisor: Hi Beth. What’s up?**

**Employee: I \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I can’t come to work today. I \_\_\_\_\_\_\_\_\_\_\_\_\_ a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I \_\_\_\_\_\_\_\_\_\_\_\_\_ nauseous.**

**Supervisor: Thank you for calling. I hope you feel better soon.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_.**

**Calling in Sick**

**Supervisor: Hello. This is Liz.**

**Employee: Hi. This is Beth.**

**Supervisor: Hi Beth. What’s up?**

**Employee: I am sick, and I can’t come to work today. I have a fever, and I am nauseous.**

**Supervisor: Thank you for calling. I hope you feel better soon.**

**Employee: Thank you.**

**C**

**Calling in Sick**

Listen to the conversation. Write the missing words.

**Supervisor: Hello. This is Liz.**

**Employee: Hi. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Supervisor: Hi Beth. What’s up?**

**Employee: I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ today. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I \_\_\_\_\_\_\_\_\_ nauseous.**

**Supervisor: Thank you for calling. I hope you feel better soon.**

**Employee: Thank you.**

**Calling in Sick**

**Supervisor: Hello. This is Liz.**

**Employee: Hi. This is Beth.**

**Supervisor: Hi Beth. What’s up?**

**Employee: I am sick, and I can’t come to work today. I have a fever, and I am nauseous.**

**Supervisor: Thank you for calling. I hope you feel better soon.**

**Employee: Thank you.**

**A**

**Calling in Sick**

You are sick. You call your supervisor, Dan, to say that you can’t go to work. You are congested and you have a sore throat.

Read the conversation. Write the missing information.

**Supervisor: Hello. This is Dan.**

**Employee: Hi. This is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Supervisor: Hey. What’s up?**

**Employee: I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sick, and I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ come to work today. I have a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Supervisor: Thank you for calling. I hope you feel better soon.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Read the conversation with a partner.

Change parts, and read it again. If you were the employee first, you will be the supervisor now.

**B**

**Calling in Sick**

You are sick. You call your supervisor, Dan, to say that you can’t go to work. You are congested and you have a sore throat. Finish the conversation.

**Supervisor: Hello. This is Dan.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Supervisor: Hey. What’s up?**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: Thank you for calling. I hope you feel better soon.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Read the conversation with a partner.

Change parts, and read it again. If you were the employee first, you will be the supervisor now.

**C**

**Calling in Sick**

You are sick. You call your supervisor, Dan, to say that you can’t go to work. You are congested and you have a sore throat. Finish the conversation.

**Supervisor: Hello. It’s Dan.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: Hey there. What’s going on?**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: Sorry to hear that. I hope you feel better soon.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Supervisor: Just let me know if you’re still sick tomorrow.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: Thanks for calling and take care.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Read the conversation with a partner.

Change parts, and read it again. If you were the employee first, you will be the supervisor now.

**Conversation**

Practice with a partner. One person is the employee. The other person is the supervisor. Practice the 3 conversations.

1. **You are sick. You have a cold. Call your supervisor to say that you can’t come to work.**
2. **You have the flu, and you can’t go to work. Call your supervisor.**
3. **You have an ear infection, so you can’t go to work today. Call your supervisor.**

After you practice the 3 conversations, change parts and practice the same conversations again. If you were the employee first, you will be the supervisor now.

**Extra Practice**

**Your child is sick. She can’t go to school. Call the school office.**