

TAKING MESSAGES

Name:.....Class:.....

Listen to the dialogue. Complete the message from using the information from the dialogue. Use the present date and time.



Situation 1

MESSAGE

FOR:

DATE:

TIME:

While You Were Out

Mr./Ms./Mrs.

COMPANY:

PHONE NO.:

- | | |
|---|--|
| ☐ Called | ☐ Please call |
| ☐ Returned a call | ☐ Will call again |
| ☐ Came to see you | ☐ Urgent |
| ☐ Wants to see you | ☐ Special attention |

MESSAGE

.....

MESSAGE TAKEN BY:

DATE:

TIME:



Situation 2

MESSAGE

FOR:

DATE:

TIME:

While You Were Out

Mr./Ms./Mrs.

COMPANY:

PHONE NO.:

- | | |
|---|--|
| ☐ Called | ☐ Please call |
| ☐ Returned a call | ☐ Will call again |
| ☐ Came to see you | ☐ Urgent |
| ☐ Wants to see you | ☐ Special attention |

MESSAGE

.....

MESSAGE TAKEN BY:

DATE:

TIME: