Leaving a message

Listen to someone leaving a message to practise and improve your listening skills.

Before listening

Do the preparation task first. Then listen to the audio and do the exercises.



Task 1

Are the sentences true or false?

	Answer	
1. Maria's in a meeting.	True	False
2. Peter's number is 07460 990128.	True	False
3. Peter needs to give Maria the new project figures.	True	False
4. Peter might be in a meeting later that afternoon.	True	False
5. Peter prefers Maria to email him back instead of calling back.	True	False
6. Peter's email address is peter.griffin@pxo.com	True	False

Task 2

Write a number (1–6) to put the sentences in the correct order.

_____ Thank you. Goodbye.

_____ I'm sorry. She's not here at the moment. Would you like to leave a message?

_____ That's fine. I'll tell her you called. Goodbye.

_____ It's OK. She already has my number.

_____ Yes, please. Could you tell her that Peter Griffin called?

_____ Sure. Would you like to leave a number?

LIVEWORKSHEETS