

LISTENING ASSESSMENT

Competency: Getting things done

CLB 5 success: 18/25

Listen to the recording and complete the messages:

Voicemail Message 1.

The message is for:

Date and time:

The message is from: ...

Company name:

Phone number: ...

Message:

Telephoned: YES NO

Please email: YES NO

Returned your call: YES NO

Please call: YES NO

Will call again: YES NO

The message is important: YES NO

The message is formal: YES NO

Voicemail Message 2

The message is for: ...

The message is from:

Message:

Telephoned: YES NO

Please email: YES NO

Returned your call: YES NO

Please call: YES NO

Will call again: YES NO

The message is urgent: YES NO

The message is formal: YES NO