

**Read these messages. What did the caller say? Write the messages another way using tell or ask.**

For: *Mr. Jones*

Message: *The meeting is at 10:30. Arrive 10 minutes early.*

1. Please tell Mr. Jones that the meeting is at 10:30.  
Could you ask him to arrive 10 minutes early?

For: *Ms. Rodriguez*

Message: *We need the report by noon. Call Ms. Brady as soon as possible.*

2.

For: *Mr. Welch*

Message: *The new laptop is ready. Pick it up this afternoon.*

3.