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| Name: | | Date: | |
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Practice message

Practice writing messages in one paragraph with the information below. Choose any 2 situations. Include all parts and summarize the main idea of the message.

| Sender's name | Sender's location | Receiver name | Receiver's location | Reason for call | Action required |
|---------------|--------------------|------------------|---------------------|-----------------------------|---------------------------------------|
| Jim | Speedy Auto Repair | Mr. Samir Follam | 56-245 Weston Ave. | Car needs new brakes | Call back if you want us to proceed |
| Pamela | Linda's Dress Shop | Ms. Amanda Piper | 907 Conroy Street | Dress will be ready on Fri. | Can pick it up any time after 1:00 pm |
| Greg | Fix-It Plumbing | Sherry Wong | 71-392 Third Street | Can come Tues 8-12 am | Call back ASAP to confirm a time |

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