

Listen and take a Message

1. Listen to the message. Fill out the message forms. Use today's date and time.

(Note to instructor: See Script for this page in the teacher's guide)

Message A

Important Message	
For: _____	
Date: _____	Time: _____
WHILE YOU WERE OUT	
M. _____	
From: _____	
Phone Number: _____	
Telephoned ☐	Please Call ☐
Called to see you ☐	Will Call again ☐
Returned your call ☐	Urgent ☐
Message: _____	

Signed: _____	

Did you include . . . ?	Yes	No
Correctly spelled name of recipient in correct location	☐	☐
Time and Date	☐	☐
Accurate phone number	☐	☐
Correctly spelled name of caller in correct location	☐	☐
Appropriate checked box(es) marked	☐	☐
Summarized message	☐	☐
Signature of person taking message	☐	☐

Message B

Important Message	
For: _____	
Date: _____	Time: _____
WHILE YOU WERE OUT	
M. _____	
From: _____	
Phone Number: _____	
Telephoned ☐	Please Call ☐
Called to see you ☐	Will Call again ☐
Returned your call ☐	Urgent ☐
Message: _____	

Signed: _____	

Did you include . . . ?	Yes	No
Correctly spelled name of recipient in correct location	☐	☐
Time and Date	☐	☐
Accurate phone number	☐	☐
Correctly spelled name of caller	☐	☐
Appropriate checked box (es) marked	☐	☐
Summarized message	☐	☐
Signature of person taking message	☐	☐