



TAKE MESSAGE

Match each caller's message (Column A) with the appropriate message taken by the receptionist (Column B).

COLUMN A

Hi, this is John from ABC Corp. I'm calling to reschedule our meeting from Tuesday to Thursday.

Hello, it's Sarah. Could you please ask Mr. Lee to call me back regarding the contract details?

Good afternoon, this is Dr. Smith. I'm confirming my appointment with Ms. Johnson for tomorrow at 10 AM.

Hi, I'm Emily. I wanted to inform you that the delivery scheduled for Friday will now arrive on Monday.

Hello, this is Michael. Please let Jane know that the client meeting has been moved to 3 PM.

COLUMN B

Message for Jane: Client meeting rescheduled to 3 PM.

Dr. Smith confirmed appointment with Ms. Johnson for tomorrow at 10 AM.

Sarah requests Mr. Lee to return her call about contract details.

Emily informed that Friday's delivery is now scheduled for Monday.

John from ABC Corp. wants to reschedule meeting from Tuesday to Thursday.