

Unit 2: Functional Language – Leaving a message



2A



2.02

Listen to the voicemail and complete the message.

Caller: Morgane ¹ _____	Date/Time: 19.7.17 / 10.20	Message for: Julio Casas in the ² _____
Reason for call: Discuss order ³ _____	Please call back on: ⁴ 08 _____	Comments: If unavailable organise another ⁵ _____ by email
Action: Return the call by ⁶ _____ tomorrow.		

B Complete the phrases Morgane used in her voicemail. Then listen again and check your answers.

	Morgane
Identify	¹ _____ Morgane ... I'll ² _____ that for you ...
State the reason for the call	³ _____ for Julio Casas. You asked me to ⁴ _____ you to discuss ...
Request action	⁵ _____ call me back on my ⁶ _____ ?
Leave details	In case you don't have ⁷ _____, I'm on ...
Offer an alternative communication mode	Can you ⁸ _____ me an email so we can fix ...
Provide a deadline	Could you ⁹ _____ me by ... ?
Finish the call	I ¹⁰ _____ to hearing from you.