

**PART 4**

**QUESTIONS 16–20**

You will hear a man speaking on the telephone.  
He wants to speak to Miss Dixon, but she is not there.

Listen and complete questions 16–20.  
You will hear the conversation twice.

## Message

TO: Miss Dixon

FROM: 16 Mr .....

Meeting about: 17 new .....

On: Wednesday

Time: 18 .....

In: 19 room .....

Please take: 20 .....