

## 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 .....