

Name: _____ 9° _____ Specialty: _____

- I. Listen to George leaving messages to different people, change some of his words into **ACRONYMS** and fill in the blanks.



Hi Rachel:
Call Karla _____, she
needs information about
an account.

George

Raul:
The boss called you, call
him back.
_____ can I get a
lift in the afternoon?

George

Sue:
I've checked the notes
and _____ you can
send them right away.

George

Crew:
I stepped out for lunch,
_____ in 30 minutes.

Don't call me, _____

George.

Joseph:
I've checked the poster,
_____ you should
change the logo.

_____ if you
need more help.
George.