TASK 1

HERE IS THE MESSAGE TAKEN BY THE SECRETARY BASED ON THE DIALOGUE IN POWER POINT

While you were out	
Name	: Apryan Siregar
Company	: Horasindo Oil Company
Time	: Around 8 o'clock this morning
Date	: when the message is taken.
Phone	: +62-817-410-4496.
Message: He wants you to call him back at 1p.m. today Taken by: Annete Johnson	

HOW DO WE WRITE THE MESSAGE ON THE PHONE CALL?

While you were out	
Name	**: (1)**
Company	**: (2)**
Time	**: (3)**
Date	**: (4)**
Phone	**: (5)**
Message: **(6)** Taken by: **(7)**	

1. Name of his/ her company
2. Who is the sender/caller
3. What date message is received
4. What is her/his message
5. What the message is received
6. Who has taken the message/ receiver
7. What is his/her phone number

LIVEWORKSHEETS

Phone conversation

G: Good Morning. You are calling Grill and Staff. How may I help you?

D: Hallo. This is Laura Headge from TuttyFruity Company. I would like to talk to your marketing department

G: One moment please, I will put you through

D: Ok. I will wait.

G: I am very sorry Mr. Headge. It seems that the marketing department is having an outing today. Would you like to leave a message?

D: Yes, sure no problem. Please tell the marketing manager that laura Headge called.

G: I am sorry Can you spell your name please?

D: Sure. It is L-A-U-R-A H-E-A-D-G-E.

G : What Is your phone number?

D : My phone number is 5030401243

G : Is there anything else I can do for you?

D : Please tell them to contact me as soon as possible

G : Ok. Mam. I will do that

FILL THE SIMPLE MESSAGE BELOW BASED ON DIALOGUE BEFORE!

While you were out	
Name	**: (1)**
Company	**: (2)**
Time	**: (3)**
Date	**: (4)**
Phone	**: (5)**
Message: **(6)** Taken by: **(7)**	

LIVEWORKSHEETS