

TAKING MESSAGES

Name: Class:

Listen to the dialogue. Complete the message from using the information from the dialogue. Use the present date and time.



Situation 1



Situation 2

MESSAGE	
FOR:	
DATE:	TIME:
While You Were Out	
Mr./Ms./Mrs.	
COMPANY:	
PHONE NO.:	
<input type="checkbox"/> Called	<input type="checkbox"/> Please call
<input type="checkbox"/> Returned a call	<input type="checkbox"/> Will call again
<input type="checkbox"/> Came to see you	<input type="checkbox"/> Urgent
<input type="checkbox"/> Wants to see you	<input type="checkbox"/> Special attention
MESSAGE	
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MESSAGE TAKEN BY:	
DATE:	TIME:

MESSAGE	
FOR:	
DATE:	TIME:
While You Were Out	
Mr./Ms./Mrs.	
COMPANY:	
PHONE NO.:	
<input type="checkbox"/> Called	<input type="checkbox"/> Please call
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MESSAGE	
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MESSAGE TAKEN BY:	
DATE:	TIME: