

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

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

.....

MESSAGE TAKEN BY:

DATE:

TIME:



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

.....

MESSAGE TAKEN BY:

DATE:

TIME: