

Ian: Hello, could I speak to Diana, please?

Woman: She's not in at the moment. Can I take a message?

Ian: Yes. please. Tell her that Ian called from Head Office and we've booked her into the April Hotel for two nights.

Woman: Which hotel?

Ian: The April, You know, like the month.

Woman: Oh, yes.

Ian: I'm sure she'll like it. It's on Leith street.

Woman: Could you spell that?

Ian: L E I T H . Leith street.

Woman: OK, I've got that.

Ian: Now, she knows where the meeting will be, but she doesn't know the

time. Tell her it will begin at twenty past ten and finish at four thirty.

Woman: Right.

Ian: And could you tell her to take the book with her? She'll know which one. I'm sure she's finished reading it.

Woman: OK - anything else?

Ian: Oh yes - please tell her I'll take her to the factory on Tuesday and she can speak to Mr Brown on Wednesday morning.

Woman: All right, I'll make sure she gets the message.

Ian: Thanks very much.