

Name		Date	
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SPEAKING Skill-Building • Interacting with Others / Getting Things Done

CLB 3-4

Building a voicemail message

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Instructions: Your teacher will give you a Main Idea and information about the receiver of your message. Use it to write a voicemail message. Remember to include all parts.

Main Idea:	
Receiver:	

Parts:

My message:

Greeting	
Sender's name & location (formal)	
Receiver's name & location (formal)	
Date & Time	
Reason for the phone call	
Any action required (optional)	
Closing	