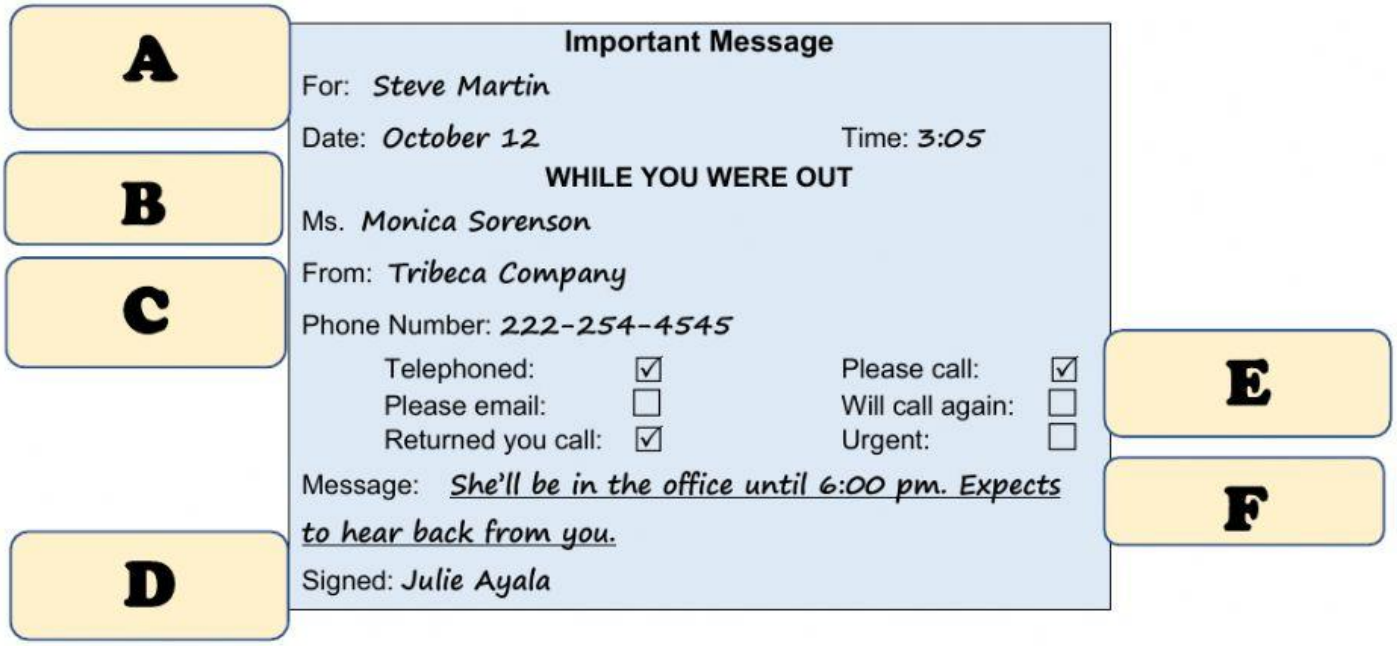
Communicating at Work: Understanding a Message Form

1. **Read the Message Form**



2. **Drag and drop the boxes below to the corresponding letter next to the message above.**

action and status boxes	**caller's company or organization**	**message recipient (who the message is for)**
written message	**receptionist's signature**	**person who called**

3. **Comprehension Check: Read the statements about the phone message. Select True or False.**

a. This message is for Monica Sorenson.	TRUE	FALSE
b. Monica Sorenson is the caller.	TRUE	FALSE
c. Steve Martin is the recipient.	TRUE	FALSE
d. Monica Sorenson works for Tribeca Company.	TRUE	FALSE
e. This is an urgent message.	TRUE	FALSE
f. Steve Martin will wait for a return call.	TRUE	FALSE

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