Listen and take a Message

1. Listen to the message. Fill out the message forms. Use today's date and time.

(Note to instructor: See Script for this page in the teacher's guide)

Message A

| Important Message for: | | | |
|---|--|-----|-------|
| | Did include 2 | V | NI - |
| | Did you include ? | Yes | NO |
| Date: Time: WHILE YOU WERE OUT | Correctly spelled name of recipient in correct location | | |
| from: | Time and Date | | |
| Phone Number: | Accurate phone number | | |
| Telephoned Please Call Called to see you Will Call again | Correctly spelled name of caller in correct location | | |
| Returned your call Urgent | Appropriate checked box(es) marked | | |
| lessage: | Summarized message | | |
| | Signature of person taking message | | |
| Message B | | | |
| Important Message | | | |
| Important Message | Did you include ? | Yes | No |
| Important Message For: Date: Time: WHILE YOU WERE OUT | Did you include ? Correctly spelled name of recipient in correct location | Yes | No |
| Important Message For: Date: Time: | Correctly spelled name of recipient in | _ | _ |
| Important Message For: Date: Time: WHILE YOU WERE OUT M From: Phone Number: | Correctly spelled name of recipient in correct location | | |
| Important Message For: Date: Time: WHILE YOU WERE OUT M From: | Correctly spelled name of recipient in correct location Time and Date | 0 | |
| Important Message For: Date: Time: WHILE YOU WERE OUT M From: Phone Number: Telephoned Please Call | Correctly spelled name of recipient in correct location Time and Date Accurate phone number Correctly spelled name of | | 0 |
| Important Message For: Date: Time: WHILE YOU WERE OUT M From: Phone Number: Telephoned Please Call Called to see you Will Call again | Correctly spelled name of recipient in correct location Time and Date Accurate phone number Correctly spelled name of caller Appropriate checked box | | 0 0 0 |