#52 Adv

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:			
Date:		Time:	
WHILE YOU WERE OUT			
M_.			
From:			
Phone Number:			
Telephoned	☐	Please Call	☐
Called to see you	☐	Will Call again	☐
Returned your call	☐	Urgent	☐
Message: _____			
_____			
_____			
_____			
Signed: _____			

Did you include . . . ?	Yes	No
Correctly spelled name of recipient in correct location	❒	❒
Time and Date	❒	❒
Accurate phone number	❒	❒
Correctly spelled name of caller in correct location	❒	❒
Appropriate checked box(es) marked	❒	❒
Summarized message	❒	❒
Signature of person taking message	❒	❒

Message B

Important Message			
For:			
Date:		Time:	
WHILE YOU WERE OUT			
M_.			
From:			
Phone Number:			
Telephoned	☐	Please Call	☐
Called to see you	☐	Will Call again	☐
Returned your call	☐	Urgent	☐
Message: _____			
_____			
_____			
_____			
Signed: _____			

Did you include . . . ?	Yes	No
Correctly spelled name of recipient in correct location	❒	❒
Time and Date	❒	❒
Accurate phone number	❒	❒
Correctly spelled name of caller	❒	❒
Appropriate checked box (es) marked	❒	❒
Summarized message	❒	❒
Signature of person taking message	❒	❒