Name		Date	

Building a voicemail message   **1**

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	
Receiver's name	
Date & Time	
Reason for the phone call	
Any action needed	
Closing	