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Dialogue with a school receptionist

Theme: **Education**

Instructions: Fill in the spaces on both pages with dialogue for two types of messages.

My child's school

1. Return my call:

Receptionist	Good morning. Westside Elementary School. This is Gloria speaking.
Me	Good morning. I am I would like to leave a message for
Receptionist	Sure. What is your message?
Me	
Receptionist	OK. I will pass on the message.
Me	Thanks so much.

2. Receive a simple message:

Receptionist	Good morning. Westside Elementary School. This is Gloria speaking.
Me	Good morning. I am I would like to leave a message for
Receptionist	Sure. What is your message?
Me	
Receptionist	OK. I will pass on the message.
Me	Thanks so much.

My ESL school

1. Return my call:

Receptionist	Good afternoon. Global Language Centre. This is Mary speaking.
Me	Good afternoon. This is I would like to leave a message for
Receptionist	No problem. What is the message?
Me	
Receptionist	OK. I will pass on the message.
Me	Thanks so much.

2. Receive a simple message:

Receptionist	Good afternoon. Global Language Centre. This is Mary speaking.
Me	Good afternoon. This is I would like to leave a message for
Receptionist	No problem. What is the message?
Me	
Receptionist	OK. I will pass on the message.
Me	Thanks so much.

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Instructions: Practice speaking your messages with a partner.