



Quiz for Taking and leaving Phone messages

1. Hello, this is _____. Can I take a _____?
2. "Could you please tell _____ to call me _____?"
3. I'll give _____ the message. What's the best _____ to reach you?
4. Please ask him to call me _____ at _____.
5. _____, I'm afraid _____ is not available right now. Can I take a message?
6. Tell her to call me back _____ possible.?
7. I'd like to leave a message for _____. Please tell him/her to call me back at _____.
8. Could you let _____ know that I'll be _____ this afternoon?
9. Please tell him to _____ me back as soon as he can.?
- 10 Hi, this is _____. Can you let _____ know that I called?