Unit 2: Functional Language – Leaving a message

2A 2.02 **Listen to the voicemail and complete the message.**

Caller:
Morgane [1]_____

Date/Time:
19.7.17 / 10.20

Message for:
Julio Casas in the [2]_____

Reason for call:
Discuss order [3]_____

Please call back on:
[4]08_____

Comments:
If unavailable organise another [5]_____ by email

Action:
Return the call by [6]_____ tomorrow.

B **Complete the phrases Morgane used in her voicemail. Then listen again and check your answers.**

	Morgane
Identify	[1]_____ Morgane ... I'll [2]_____ that for you ...
State the reason for the call	[3]_____ for Julio Casas. You asked me to [4]_____ you to discuss ...
Request action	[5]_____ call me back on my [6]_____ ?
Leave details	In case you don't have [7]_____ , I'm on ...
Offer an alternative communication mode	Can you [8]_____ me an email so we can fix ...
Provide a deadline	Could you [9]_____ me by ... ?
Finish the call	I [10]_____ to hearing from you.

LIVEWORKSHEETS