PRE TEST AND POST TEST

NAME: _____
CLASS: _____

Read the following phone message. Then, match the parts with the words in the boxes.

caller's name	company	date	urgency
who the caller wants to speak to	telephone number	time	the receiver's initial

MESSAGE PADS

Attention: Sandy Wijaya
From: John Fairmont
Of : Fairmont J. Visser Inc.

	Telephone	✓	Please phone
	Called to see you		Will call again
	Wants to see you	✓	Urgent

Phone number: (827) 699-2244
Date: March, 16 2018
Time: 2 p.m
Message:
Call ASAP re: turbine shipment

Taken by: E.M

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Note:
re. = regarding
ASAP= As Soon As Possible

LIVEWORKSHEETS