

 Read.

1. Good morning. May I speak to Nina, please?

2. Hello. I am sorry. She is not in. Can I take a message?

3. I'm Dayang, Nina's friend. Please tell her that our swimming class this afternoon is cancelled.

4. Okay. I will inform her.

5. Thank you.

6. You're welcome.



Fill in the blanks.

MEMO

Caller : _____

Time : _____

Message : _____
