

WRITING

A Telephone Message

Look at the telephone message form and fill in with the of information given in the box.

02-547-6358	Bob Williams	Janet Climes	14/09/2020
Marry	telephoned	please call	10.45
She wants to know		what time the meeting starts.	

Telephone Message			
Date			
..... (1)			
Time			
..... (2)			
To			
..... (3)			
From			
..... (4)			
Telephone			
#..... (5)			
..... (6)	✓	 (7)	✓
Called to see you		Will call again	
Wants to see you		Returned your call	
Message:			
..... (8)			
..... (9)			
Received by:			
..... (10)			