

Taking a Phone message Practice

General Instructions:

Listen and watch the video from the link below, then complete the message in your notebook, be careful to the details as practiced in class

[BUSINESS CALL. LEAVING A MESSAGE ON THE PHONE. SITUATION 2 - YouTube](#)

Message to Ms. Proctor

Date: July 8th at 8:30

From:

Message:

The meeting is on at Room

Please call him:

Telephone number: