TAKING MESSAGES

Name:.....Class:.....

Listen to the dialogue. Complete the message from using the information from the dialogue. Use the present date and time.

Situation 1

MESSAGE

FOR:

DATE: TIME:

While You Were Out

Mr./Ms./Mrs.

COMPANY:

PHONE NO.:

☐ Called	☐ Please call
☐ Returned a call	☐ Will call again
☐ Came to see you	☐ Urgent
☐ Wants to see you	☐ Special attention

MESSAGE

.....

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.....

.....

MESSAGE TAKEN BY:

DATE: TIME:

Situation 2

MESSAGE

FOR:

DATE: TIME:

While You Were Out

Mr./Ms./Mrs.

COMPANY:

PHONE NO.:

☐ Called	☐ Please call
☐ Returned a call	☐ Will call again
☐ Came to see you	☐ Urgent
☐ Wants to see you	☐ Special attention

MESSAGE

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MESSAGE TAKEN BY:

DATE: TIME:

LIVEWORKSHEETS