workbook 8

Read these messages. What did the caller say? Write the messages another way using *tell* or *ask*.

For: *Mr. Jones*

Message: *The meeting is at 10:30. Arrive 10 minutes early.*

1. Please tell Mr. Jones that the meeting is at 10:30.
   Could you ask him to arrive 10 minutes early?

For: *Ms. Rodriguez*

Message: *We need the report by noon. Call Ms. Brady as soon as possible.*

2. _____

For: Mr. Welch

Message: The new laptop is ready. Pick it up this afternoon.

3. _____

LIVEWORKSHEETS