VOICEMAIL MESSAGES

Complete the dialogue between the voicemail and two different callers. Use the appropriate language according to the formality of each conversation.

Voicemail:
Hello, you've reached the _____ of _____. We are currently unavailable to take your _____ at the moment. Please leave _____ after the tone, and we will _____ as soon as possible.

[Beep]

Caller 1:
Hello, this is _____, calling from _____. I need to speak with _____ as soon as possible. Please call me back at _____, and if I'm not available, please leave a _____ with your _____, _____, and the best time to reach you. It's urgent that we speak, so I look forward to hearing back from you soon. Thank you.

Voicemail:
Hey, what's up? _____ the voicemail of _____. Sorry I couldn't _____ your call, but leave me a message and I'll _____ as soon as I can.
Also, quick heads up - I'm gonna be out of town this _____, so if you need to _____ me before Monday, shoot me a text or leave me a message here and I'll try to _____ ASAP. Anyways, talk to you soon. Peace!

[Beep]

Caller 1:
Hey, it's _____ calling from _____. Listen, I need to _____ like right now. Can you _____ ASAP at _____? This is super important, so I really need to hear back from you soon. Thanks, bye!