

Dialogue with a school receptionist

My child's school

Receptionist:	Good morning. Westside Elementary School. This is Gloria speaking.
Me:	Good morning. This is _____. I would like to leave a message for _____.
Receptionist:	Sure. What is your message?
Me:	

(For returning a call)

Receptionist:	OK. What is your phone number?
Me:	

ESL school

Receptionist:	Good afternoon. Global Language Centre. This is Magda speaking.
Me:	Good afternoon. This is _____. I would like to leave a message for _____.
Receptionist:	Sure. What is your message?
Me:	

(For returning a call)

Receptionist:	OK. What is your phone number?
Me:	