



Voice Mail Greetings

Listen to the greetings and write the missing words.

Voice Mail Greeting 1

Hello. You have _____ the voice mail of Susan Walker in
_____. Today is _____.
July 3 and I am _____ all day today. Please leave your name and
number and a _____ and I will return your call as soon as possible. For
_____ press 235 to speak to my _____.
Cheryl Smith.

Voice Mail Greeting 2

Hello. This is Jim Henderson in _____. I'm not _____ to
take your call right now. Please leave a _____ message and I will
_____ to you before the _____. Thank
you for calling.

You can check the spelling of the words on the next page.

accounting

assistant

available

detailed

end of the day

get back

human resources

immediate

in the office

reached

short message

Tuesday