



## 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