HERE IS THE MESSAGE TAKEN BY THE SECRETARY BASED ON THE DIALOGUE ABOVE

While you were out	
Name	: Apryan Siregar
Company	: Horasindo Oil Company
Time	: Around 8 o'clock this morning
Date	: when the message is taken.
Phone	: +62-817-410-4496.

Message:

He wants you to call him back at 1p.m. today

Taken by:
Annete Johnson

HOW DO WE WRITE THE MESSAGE ON THE PHONE CALL?

While you were out	
Name	: (1)
Company	: (2)
Time	: (3)
Date	: (4)
Phone	: (5)

Message:

(6)

Taken by:
(7)

Note:

1. *Who is the sender/caller*
2. *Name of his/her company*
3. *When the message is received*
4. *What date message is received*
5. *What is his/her phone number*
6. *What is his/her message*
7. *Who has taken the message/receiver*

LIVEWORKSHEETS

Lynn :	Good morning. Osay Shipping Corporation. This is Lynn speaking. How may I help you?
Caller :	Yes, good morning. I was wondering if I could speak to Albert Lo, please?
Lynn :	Just a moment; I'll see if he's at his desk. Can I ask your name, sir?
Caller :	Yes, it's Justin Mortensen.
Lynn :	Sorry, sir. Could you spell your family name for me, please?
Caller :	Certainly. It's M-O-R-T-E-N-S-E-N.
Lynn :	OK....I'm ringing Mr Lo now, sir. (pause....)
Lynn :	I'm terribly sorry, but it seems as if Mr Lo is in a meeting right now.
Caller :	Mmmm...do you have any idea of when he'll be free?
Lynn :	He should be available after 2 o'clock. Would you like me to take a message?
Caller :	Yes, I would. Could you give him my Singapore number? I'll be here until tomorrow afternoon and I'd really like him to call me as soon as possible about the Customs clearance for our goods.
Lynn :	OK. And what's that number, sir?
Caller :	Oh, yes. It's (456) 2245 2546 extension 515.
Lynn :	Let me just repeat that. It's (456) 2245 2546 extension 515. And it's about the Customs clearance for your goods.
Caller :	That's right.
Lynn :	OK. I will pass on the message to Mr Lo as soon as possible. Have a nice day.

FILL THE SIMPLE MESSAGE BELOW BASED ON DIALOGUE BEFORE!

While you were out	
Name	**: (1)**
Company	**: (2)**
Time	**: (3)**
Date	**: (4)**
Phone	**: (5)**
Message: **(6)** Taken by: **(7)**	

LIVEWORKSHEETS