

**1 Put the words in brackets in the correct order to complete the voice messages.**

Hello. This is Michael Andrews from the hair salon.

1

(a / This / is / for / message / Mrs Davis). I'm really sorry

2

(have / appointment / but / cancel / I / to / your).

3

(back / Call / me / on) this number, and we can make another appointment for next week.

Hi Jeanne, it's Sarah here.

4

(tell / I'm / to / calling / you) about my date last night! Can you call me <sup>5</sup>

(get / back / this / when / you) ?

Hello, dear, <sup>6</sup>

(your / is / mother / this).

7

(about / calling / I'm) your sister's party.

8

(Give / a / call / me) when you have time.

Hi John, it's Mohammed.

9

(I'm / about / to / you / calling / remind) lunch tomorrow.

I know you're at work now, but

10

(when / me / you're  **LIVEWORKSHEETS**

2 Complete the voice messages with the verbs in the box.

call calling cancel give is let remind

Hi. This <sup>1</sup> \_\_\_\_\_ Nora.

I'm really sorry but I have to <sup>2</sup> \_\_\_\_\_ dinner tonight.

My son is sick, so I'm staying at home. Please text me to <sup>3</sup> \_\_\_\_\_ me know you got this message.

Thanks, and sorry!

Hello. This is a message for Mr Jacobs from Harley Street Dentist's.

I'm calling to <sup>4</sup> \_\_\_\_\_ you about your appointment at 9 a.m. on Tuesday morning. Can you <sup>5</sup> \_\_\_\_\_ me back if you need to cancel this appointment?

Thank you.

Hi, it's me. I'm <sup>6</sup> \_\_\_\_\_ to see how you are.

I know you're busy at the moment, but <sup>7</sup> \_\_\_\_\_ me a call when you have time.

OK, bye!

 **LIVEWORKSHEETS**