

PART 4

QUESTIONS 16–20

You will hear a man speaking on the telephone.
He wants to speak to Miss Dixon, but she is not there.
Listen and complete questions 16–20.
You will hear the conversation twice.

Message	
TO:	Miss Dixon
FROM:	16 Mr
Meeting about:	17 new
On:	Wednesday
Time:	18
In:	19 room
Please take:	20