



PRE TEST AND POST TEST

NAME: _____

CLASS: _____

Read the following phone message. Then, match the parts with the words in the boxes.

caller's name

company

date

urgency

who the caller wants to speak to

telephone number

time

the receiver's initial

MESSAGE PADS

Attention: Sandy Wijaya

From: John Fairmont

Of : Fairmont J. Visser Inc.

☐	Telephone	☒	Please phone
☐	Called to see you	☐	Will call again
☐	Wants to see you	☒	Urgent

Phone number: (827) 699-2244

Date: March, 16 2018

Time: 2 p.m

Message: _____

Call ASAP re: turbine shipment

Taken by: E.M

1.

2.

3.

4.

5.

6.

7.

8.

Note:

re. = regarding

ASAP= As Soon As Possible