



Leaving a Note at Work

Directions: Take turns with your partners making '*speaking*' notes for the scenarios below. **Hint:** This would be similar to leaving a phone message.

A - Ask a co-worker to switch shifts with you. Tell her you cannot work your regular Weds. evening shift this week, but you can work her Thursday evening shift. Make up a reason why you cannot work your Weds. shift. Ask her to please give you an answer by tomorrow.	B - Your co-worker has asked you to switch shifts with her. Write her a note saying that you cannot switch shifts this week. Tell her why you cannot switch shifts.
C - You are an evening cleaner in an office building. Leave a note for the daytime cleaning supervisor and tell them that he needs to order more toilet paper.	D - Leave a note for your supervisor to remind them that you will be 1 hour late for work tomorrow morning because you have a dentist appointment.
E - You are a waitress/waiter in a small restaurant. Customers often order coffee or tea. Let your manager know that tonight, 3 customers asked for cappuccinos. Suggest to your manager that you add these to the menu.	F - You work evenings at the Dollar Store. A customer left their keys at the till tonight. Let your manager know they are coming to pick them up tomorrow morning. You have put them under the till.