

Taking and leaving messages



1 Listen to the recording and complete the missing information on the message pads below.

a)



Telephone Message

For:

Time of call:

Caller:

Company:

Phone number:

Message:

c)



Telephone Message

To:

Time of call:

From:

Message:

b)



Telephone Message

For:

Time of call:

Caller:

Company:

Phone number:

Message: