

## Leaving a Message

### Complete Conversation

**Caller 1:** Hello, this is Jane.

**Caller 2:** Hello, this is Ken. May I speak with Andy?

**Caller 1:** I'm afraid Andy isn't in at the moment.

**Caller 2:** Could you take a message?

**Caller 1:** Sure, just a moment let me get a pencil... OK.

**Caller 2:** Great. Can you tell Andy that we're meeting tomorrow at three o'clock.

**Caller 1:** OK ... three o'clock meeting with Ken. Does he know where the meeting is?

**Caller 2:** Tell him we'll be meeting in the corner office downtown.

**Caller 1:** Yes, corner office downtown. Is there anything else?

**Caller 2:** I'll leave my telephone number just in case he doesn't have it.

**Caller 1:** OK, I'm ready.

**Caller 2:** Yes, my cell phone number is 439 908 7754.

**Caller 1:** That's 439 808 7754.

**Caller 2:** No, it's 439 908 7754.

**Caller 1:** Ah, sorry.

**Caller 2:** No problem. Thanks for your help.

**Caller 1:** I'll make sure Andy sees this as soon as he gets in tonight.

**Caller 2:** Thank you. Good bye.

**Caller 1:** Good bye.

**Role Play: Caller 1**

**Caller 1:** Hello, this is Jane.

**Caller 2:** \_\_\_\_\_

**Caller 1:** I'm afraid Andy isn't in at the moment.

**Caller 2:** \_\_\_\_\_

**Caller 1:** Sure, just a moment let me get a pencil... OK.

**Caller 2:** \_\_\_\_\_

**Caller 1:** OK ... three o'clock meeting with Ken. Does he know where the meeting is?

**Caller 2:** \_\_\_\_\_

**Caller 1:** Yes, corner office downtown. Is there anything else?

**Caller 2:** \_\_\_\_\_

**Caller 1:** OK, I'm ready.

**Caller 2:** \_\_\_\_\_

**Caller 1:** That's 439 808 7754.

**Caller 2:** \_\_\_\_\_

**Caller 1:** Ah, sorry.

**Caller 2:** \_\_\_\_\_

**Caller 1:** I'll make sure Andy sees this as soon as he gets in tonight.

**Caller 2:** \_\_\_\_\_

**Caller 1:** Good bye.

## Role Play: Caller 2

**Caller 1:** \_\_\_\_\_

**Caller 2:** Hello, this is Ken. May I speak with Andy?

**Caller 1:** \_\_\_\_\_

**Caller 2:** Could you take a message?

**Caller 1:** \_\_\_\_\_

**Caller 2:** Great. Can you tell Andy that we're meeting tomorrow at three o'clock.

**Caller 1:** \_\_\_\_\_

**Caller 2:** Tell him we'll be meeting in the corner office downtown.

**Caller 1:** \_\_\_\_\_

**Caller 2:** I'll leave my telephone number just in case he doesn't have it.

**Caller 1:** \_\_\_\_\_

**Caller 2:** Yes, my cell phone number is 439 908 7754.

**Caller 1:** \_\_\_\_\_

**Caller 2:** No, it's 439 908 7754.

**Caller 1:** \_\_\_\_\_

**Caller 2:** No problem. Thanks for your help.

**Caller 1:** \_\_\_\_\_

**Caller 2:** Thank you. Good bye.

**Caller 1:** Good bye.