

10.4 COMMUNICATION FILE

Leaving an answerphone message

Read the situations below. Prepare the messages you will leave on the notepads.

Situation 1

You have seen this advertisement and decide to order a catalogue. Leave a message on the company's answerphone.

Cool Dudes
Clothing Company

Call on 0845 1231234
for a FREE
catalogue now



Situation 2

You want to have a meeting with Helen Turner. Leave a message suggesting a day and a time.

'You have reached the answerphone of Helen Turner. I am on annual leave and will not be in the office until Monday 3rd September. Please leave your message after the tone or contact my secretary on extension 4271. Thank you.'

'Thank you for contacting Cool Dudes Clothing Company. To receive a copy of our latest catalogue, please leave your name and address, including the postcode, after the tone. Please spell any difficult or unusual words. Your catalogue should be with you in seven working days. Thank you for calling.'

September		Diary	
Monday 3rd	meeting with Helen?	Thursday 6th	
am		am	pm
Tuesday 4th		Friday 7th	
am	pm	am	pm
Wednesday 5th		Saturday 8th	
am	pm	am	pm