

Name:

Class:

Date:

How to leave a message!

Part 1: To leave a message or not to leave a message!

A: Hello?

B: Hello, may to _____, please?
(Not A)

A: Who is calling please?

B: This is _____.
(Your Name)

A: Just a moment please.

B: Thank you.

A: Sorry he/she is not here right now. Can I take a message?

B: No thanks, I will call back later. Goodbye.

A: Goodbye.

Word Box

- *Bolt
- *Johnny Depp
- *Lady Gaga
- *Obama
- *Homare Sawa
- *Ai Fukuhara
- *Principle
- *Vice Principle
- *Ichiro
- *Koala-san
- * Free Choice ()

Sentence Box

- *she/he is cute.
- * I want to _____ with him/her
- * I want to go to _____ with him/her.
- *he/she has an appointment at _____ tomorrow.
- *he/she forgot _____ at his/her house.
- *Free Choice (Challenge, 3 sentences!)

Part II: Leaving a message.

Ex.

A: Hello?

B: Hello, make I speak to **Maeda Atsuko**, please?

A: Who's calling please?

B: This is **Alex**.

A: Just a moment.

B: Thank you.

A: Sorry, **she** is not here right now. Can I take a message?

B: Sure. Tell her that **she has an appointment tomorrow**.

A: Ok, I will tell **her**.

B: Thank you. Goodbye.

A: Goodbye.

Part III:

A: Hello?

B: Hello, make I speak to _____, please?

(Word Box)

A: Who's calling please?

B: This is _____.

(Your Name)

A: Just a moment.

B: Thank you.

A: Sorry, **he/she** is not here right now. Can I take a message?

B: Sure. Tell **him/her** that _____.

(Choose sentence box)

A: Ok, I will tell **him/her**.

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B: Thank you. Goodbye.

A: Goodbye.