



Task Title: Write a Telephone Message

Learner Information and Tasks:

Workers often need to take a telephone message for another worker or for their supervisor. It is important to get all of the information from the caller so that the person receiving the message can call back or can do what the caller requests.

Task 1: Read the following telephone message and write the information into the telephone message form attached.

Message: Hello, this is a message for Rachel. This is Bill Gordon from Sweet Home Real Estate calling. Can you please call me back? My cell phone number is 705-822-5951. It is urgent that I reach you!

Telephone Message Form:

O	To		Date:		Time: :	
					AM / PM	
	From		Phone:			
	Company / Address:		Cell:			
			Fax:			
Message Text						
	Email:			Sign:		
	Phoned <input type="checkbox"/>	Call back <input type="checkbox"/>	Call returned <input type="checkbox"/>	Wants to see you <input type="checkbox"/>	Will call again <input type="checkbox"/>	Was in <input type="checkbox"/>
						Urgent <input type="checkbox"/>

Step 1

Step 2

Save file with your first name and last initial