

1b Answering machine

Overview

Students review how to say a variety of numbers, then take turns to read out answering machine messages for their partner to take notes on the main points (dates, times, flight numbers, telephone numbers, e-mail addresses, etc.).

Preparation

One copy of the worksheet for each pair of students. Cut the worksheet into two.

Procedure

- 1 Review saying numbers, dates, telephone numbers, product reference numbers, letters of the alphabet and times with the class, e.g.
2,363 two thousand, three hundred and sixty-three
7.4 seven point four
1 March 1999 the first of March, nineteen ninety-nine
23 June 2003 the twenty-third of June, two thousand and three

020 7491 6692 (tel number) oh two oh, seven four nine one, double six nine two
DZK345 D-Z-K, 3-4-5
5:15 five fifteen (or a quarter past five)
8:45 eight forty-five (or a quarter to nine)
- 2 Teach/Review the symbols used in e-mail addresses, e.g.
@ at
. dot
/ forward slash
- hyphen
_ underscore
com pronounced /kɒm/
uk pronounced U-K
- 3 Divide the class into pairs and give each student one half of the worksheet. Explain that students are answering machines and they are going to 'play' their messages for their partner to note down the important information, e.g. dates, times, phone numbers, etc. Tell students not to show each other their messages. Give students time to prepare to read their messages and to check any unfamiliar vocabulary.
- 4 Students take turns to read their messages for their partner to take notes. Monitor, helping with pronunciation as necessary. Students can 'play' their messages as often as they like, but they cannot ask their 'answering machine' any questions or stop him/her while the message is playing.
- 5 Give students time at the end to compare their notes with the original message. Did they write down all the important information?