

1b Answering machine

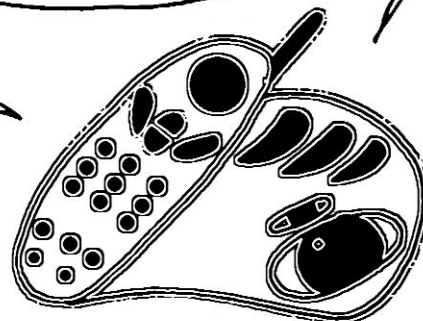
Paul Emmerson

Student A

Work with a partner. Take turns to be a human answering machine and read out your messages for your partner to listen to and take notes. Then compare your notes with the original message.

Hello, this is Sam/Sarah Taylor here. I'm just calling about your order CJ650. There's a bit of a problem, I'm afraid. You ordered 8,450 items, but we can only supply 6,325 from stock. We'll send them today. The other 2,125 will be ready to ship in the next day or so, and you should receive them around 10 November. I hope that's okay with you. Get back to me if there's a problem. My work number is 020 5360 1854 or you can get me on my mobile which is 09976 425749. Bye.

Hi, this is Peter/Paula Howard. I wanted to speak to you about my flight arrangements for next Friday. I can catch a flight that arrives at either 8:15 or 10:40. Can you let me know which one suits you best? Oh, and don't worry about meeting me at the airport - I'll catch a taxi to your offices. One thing though, I couldn't read the address on your fax. Are you number 520 or 528? You can get back to me by e-mail if you prefer; my address is howard@amer-trade.com. That's all. See you on Friday. Goodbye.



Student B

Work with a partner. Take turns to be a human answering machine and read out your messages for your partner to listen to and take notes. Then compare your notes with the original message.

Hello, (other student's name) Sorry to call you at home on a Sunday but it's urgent. There's a problem at the office and I can't go to Madrid tomorrow to make that presentation. I'm afraid you'll have to go in my place. The flight leaves at 7:30 from Terminal 2 and its flight YH7406. Ricardo will meet you at the airport in Madrid and take you to Amica Trading. I think there will be about 14 or 15 people in the audience. I've e-mailed you my presentation notes to your home computer. Sorry about this - I know it's short notice. You can ring me at home tonight if you have any questions; the number is 060 9488 6003. Thanks. See you when you get back.

Hi, this is Nigel/Nigella Compton calling from Australia. It's about that article your magazine is doing on our company. You asked for some details, and I have them here. We were founded in 1986, in Sydney, and then moved to Melbourne in 1994. We have around 170 employees in Australia, and our turnover last year was \$7.8 million. If you have any other questions, you can e-mail me; the address is info@media_direct.co.au. Thanks. Goodbye.

