

Message-taking: Demonstration Page

Let's pretend: You are receiving the following messages by telephone or on your answering machine or on your mailbox.

Please pass the messages on.

Example:

Hi, Sam, this is Mom. I'll be late this evening. I'm at the office all afternoon. Please take some steaks out of the freezer. We'll have a tomato salad, that's quick, but please check if we have any tomatoes. See you later.

This is what Sam passes on to his sister:

Sue, Mom rang. She'll be late this evening. I have taken some steaks out of the freezer. We have no tomatoes left, so can you go and get some, because Mom would like to have a tomato salad with the steaks. I've gone over to Pete's to do some revision. Sam

Now it's your turn:

Hi, Liz, this is Debbie, I'd love to invite you to my party on Saturday at about 9 p.m. Could you bring a salad? And could you tell Tom too? I don't have his number. Perhaps he can organize some drink or grub as well. Could he please let me know what he is going to bring? Thanks and see you Saturday.

And this is what Liz passes on to Tom:

Hi, Debbie, this is Tom, thanks for inviting me to your party. I'll be there but I may be late because we have a committee meeting at 8. Could you ask Doug to pick me up at the club house at 10 p.m.? If he can't, I'll have to take the bus. Could he please ring me at 0158 7752961. Thanks and see you Saturday. Oh, before I forget, I am going to bring three bottles of Coke.

And this is what Debbie passes on to Doug: