1. Number these sentences from the message in the correct order. Use the flow chart in B to help you
2. Hello, Bernard. My name’s Stephan Bougin. I work for Hankel SA in Bern; …**1**…
3. Or I’ll try calling you again tomorrow. ……..
4. Look forward to speaking to you. Goodbye. …….
5. Sorry I didn’t call sooner but it’s been busy since I got back. ……
6. You suggested I call you at some stage to discuss a few ideas. ……
7. You can contact me on 00 41 758 6178. That’s 00 41 758 6178. …..
8. You might remember that we met at a conference in February in Lyon. ……
9. Anyway, it’s just to let you know I’m interested. ……
10. I won’t be in this afternoon but you can normally reach me between nine and twelve. ……..

Listen again and check your answers.

1. Think of a colleague or a client. Imagine you are leaving a voicemail message and complete this message in your own words.

Hello …………………………………………………. .

My names’s …………………………………………………….. .

I work for ……………………………………………. in ……………………………………. .

You might remember that we ………………………………………………………………………………… .

You suggested I call you to ……………………………………………………………… .

You can contact me on ……………………………………………… .

I won’t be in this afternoon but you can normally reach me …………………………… .

Or I’ll try calling you again ………………………………………. .

Look forward to speaking to you. Goodbye.

Record your message and listen to it. Is it clear?