



Administration Comprehension Task

You are an administrative assistant and in the morning you listened to the following message on the answering machine. Your task is to complete the following Message Notice form. Use the information from the message to fill in the relevant information.

Message received at 7:32 pm on 15th May.

Hello, this is Penny McGregor from Penguin High School calling to speak with Jack Morris. It's not urgent – I'd just like him to call me back so we can talk about the school assembly on Friday. My phone number is (08) 8753 7755. Thanks.

MESSAGE NOTICE

Message for: _____

Urgent: YES NO

Date: _____

Time: _____

While You Were Out

Name: _____

Of: _____

Phone: () _____ Extension: _____

Telephoned ☐

Please call ☐

Came to see you ☐

Will call again ☐

Returned your call ☐

Wants to see you ☐

Message: _____
