



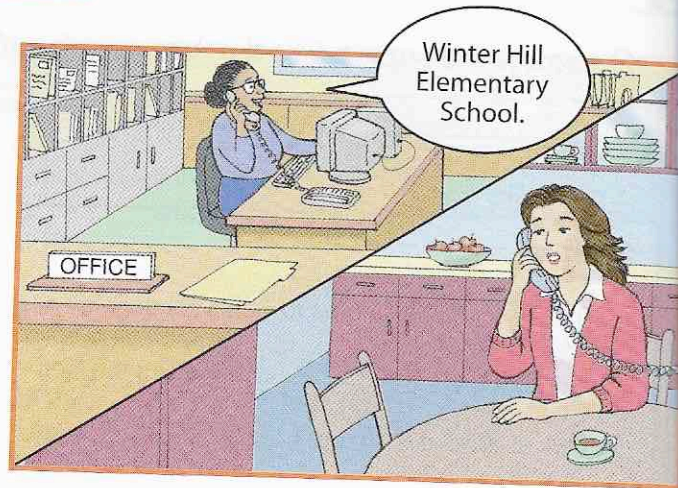
Life Skills

1 TAKE A PHONE MESSAGE

**A PAIRS.** Look at the picture. Guess: Why is the woman calling the school?

**B**  Listen to the conversation. Was your guess in Exercise A correct?

**C**  Read the phone messages. Listen to the conversation again. Circle the number of the correct message.



1. Date 3/9 Time 1:15  
 To Mr. Taylor


**While You Were Out**

From Elsa Vega (Maria's teacher)  
 Phone (718) 555-4343  
 Message: Will call back.

2. Date 3/9 Time 1:15  
 To Mr. Taylor

**While You Were Out**

From Elsa Vega (Maria's mom)  
 Phone (718) 555-4343  
 Message: Please call back.

**D**  Listen. Mr. Taylor is returning Ms. Vega's call. Ms. Vega's son Beto answers the phone and takes a message. Complete the message.

**E PAIRS.** Compare your answers.

Mom,  
 \_\_\_\_\_ called.  
 Please call him back. His  
 number is \_\_\_\_\_.  
 — Beto

## 2 PRACTICE

**A** Complete the conversation with words from the box.

available      call me back      give him  
take a message      ~~This is~~

A: Winter Hill Elementary School.

B: Hello.     This is     Elsa Vega. May I speak to Mr. Taylor please?

A: I'm sorry. He's not \_\_\_\_\_ right now. May I \_\_\_\_\_?

B: Yes, please. I have a question about my daughter Maria's math homework.  
Please ask him to \_\_\_\_\_.

A: Sure. What's your number?

B: It's (718) 555-4343.

A: OK. I'll \_\_\_\_\_ the message.

B: Thank you.

**B PAIRS.** Compare your answers.  
Then practice the conversation.

**C PAIRS.** Make your own conversations.

Student A: You are the parent. Call Mr. Taylor at the Winter Hill Elementary School. Leave a message with the secretary.

Student B: You are the secretary. Take the message. Use today's date and time.

Date \_\_\_\_\_ Time \_\_\_\_\_

To \_\_\_\_\_

**While You Were Out**

From \_\_\_\_\_

Phone \_\_\_\_\_

Message: \_\_\_\_\_

## 3 LIFE SKILLS WRITING

Complete a school enrollment form. See page 264.

Can you... take a phone message?