

Name _____

Date _____

Read a Voicemail and Plan a Callback

Directions: Read the voicemail note. Answer the questions.

Voicemail Note

Caller	Ms. Rivera
Time	3:45 PM
Callback Number	555-0174
Reason	Confirm job-coaching time
Best Time to Call	After 4:15 PM
Message	Please call me back today.

1. Who called?

2. What number should you call back?

3. Why is Ms. Rivera calling?

4. When is the best time to call back?

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Answer Guide: Read the voicemail note. Answer the questions.

Voicemail Note

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1. Who called?

Ms. Rivera

2. What number should you call back?

555-0174

3. Why is Ms. Rivera calling?

To confirm job-coaching time

4. When is the best time to call back?

After 4:15 PM