Listening to a Voicemail and Reporting It

B1-PLUS · Listening · WORKSHEET

Name: _____ Date: _____

1. Choose the answer.

Listen to the voicemail your teacher reads, then choose the answer. (Script is in the teaching note.)

1. Who is calling?
   Choices: Marta, from the office / The doctor / A client

   Answer: _____

2. Why is she calling?
   Choices: The meeting has been moved / The office is closed / There is a party

   Answer: _____

3. When is the new meeting?
   Choices: Friday at ten / Monday at nine / Thursday at noon

   Answer: _____

4. What does she ask the listener to do?
   Choices: Call her back / Send an email / Come early

   Answer: _____

2. Report the message.

Write one word.

1. Marta said the meeting ___ been moved.

2. She said it would be on ___ at ten.

3. She asked me to call her ___.

4. She told me ___ to be late.

3. Your report.

Report a message you received.

1. Write who called and why.

3. Your report. (continued)

2. Write what she asked or told you.

3. Write what you decided.