

10

Voice mail

Vocabulary

reach

連絡をつける

return call

折り返しの電話

unable to

~できない

leave your name

名前を残す

brief message

簡単なメッセージ

response

返答

Dialogue

Susan's Voicemail:

You've reached the office of Susan Smith.

I am unable to take your call right now.

Please leave your name, number, and a brief message.

And I will return your call as soon as possible.

Have a pleasant day.

Mike: Hi, Susan. This is Mike Jones.

I would like to discuss our presentation.

Please call me back at your earliest convenience.

You can reach me at 814-234-7890.

Thank you.

 Questions

1. What are the advantages of using a voicemail?
2. Can you give examples of good or bad voicemails you have heard?

 Expressions

I am unable to take your call. 電話に出る事ができません。

I am unable to take your call at the moment.

I am away from my desk at this moment.

Sorry I can't answer your call.

I will return your call as soon as possible.

できるだけ早く折り返しのお電話をします。

I'll get back to you right away.

I'll do my best to respond quickly.

I'll call you back ASAP.

I would appreciate a prompt response.

早急にお返事いただけると幸いです。

Please return my call as soon as possible.

Get back to me as soon as you can.

The first chance you get, please call me.

 **Exercise**

Imagine that when you try to contact a person or business, there is no one on the line and you hear their voicemail recording. Leave a short but informative voicemail message that would best reflect the nature of your call.

Situation 1

This business card is yours and you need to talk to Jonathan Ann but you get the voicemail. Think of what to say and record your message. You would like a call back as soon as possible.



Situation 2

Your son has a cold and can't go to school today. Call the school absence line and notify the office of his absence. You should leave a message with the following information:

Name: Daniel Chavez
Home Teacher: Ms. Polansky
Room Number: 225

When you dial your son school number, you hear the following recording:

This is Roselawn Public School. To speak to a secretary, please press 1. To report a student absence please press 2. After the beep, leave the following information: student name, teacher name or room number and the reason for the absence. Thank you