

# 13

## Leaving Messages

### Vocabulary

available	手が空いている
proposal	提案、計画
out of the office	オフィス外にいる
express mail	速達
at the moment	今の間
make sure	確実に～する
go ahead	進める
get the message	伝言を預かる

### Dialogue

Andy is trying to contact Masa but he's not available.  
He wants to leave a message.

Secretary: Masa Johnson's office.

How may I help you?

Andy: This is Andy Stanford from Better Products Corp. Is Mr. Johnson available?

Secretary: I'm sorry, sir, but Mr. Johnson is out of the office at the moment.

Andy: May I leave a message for him?

Secretary: Of course. Let me get a pen. Go ahead.

Andy: Please tell him that I've sent the proposal by express mail. He should receive it in 2 days.

Secretary: I'll make sure he gets the message. Is there anything else I can help you with?

Andy: No. Thank you very much.

Secretary: It was my pleasure. Have a great day.

A blue speech bubble with a white heart icon and the word "Questions" written in yellow.

1. What type of phone calls do you make or receive the most at work?
2. What do you think of people who don't return phone calls?

A blue speech bubble with a white heart icon and the word "Expressions" written in yellow.

1. Mr. Johnson is out of the office at the moment.  
He's not at his desk right now.  
Mr. Johnson is not available.  
He just stepped out for a moment.
2. May I leave a message for him?  
Can you take a message for me?  
Do you have a pen handy?  
Let me leave a message for him.
3. I'll make sure he gets the message.  
I'll give him the message.  
I'll tell him you called.

**Exercise**

**Situation 1**

These are the people you need to talk to on the phone. With your partner, read the relationship you have with each person, and then discuss the possible reasons for calling them.



**Relationship with You**

Your client **Mr. Shin** is staying at the Mandarin Hotel.

**Reason for your Call**

- *to cancel the meeting*
- \_\_\_\_\_
- \_\_\_\_\_



**Ms. Jones** is the HR Manager at the company you applied to.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



**Ms. Anderson** is one of the applicants for a position in your department.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



**Allen** is your colleague. He has asked you to help him with his report.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Situation 2**

Choose one person from the pictures in Situation 1. You call but he/she is not available so your partner answers the call instead. Talk with your partner and leave a message based on the **information in Situation 1. Take turns.**