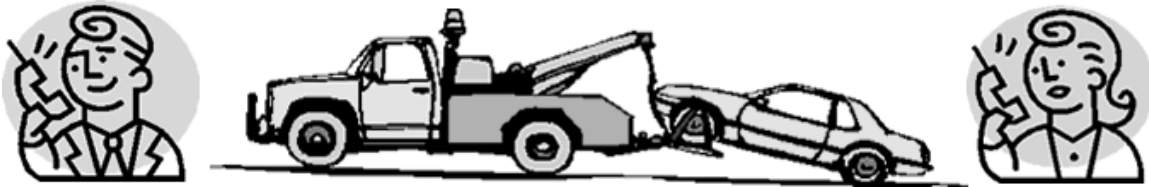


Eastside Literacy
Student Handout – **Calling in Late or Sick**

Read.

1. Mark has a problem. His car is not working. He calls the manager.



Receptionist: Safework, how can I help you?

Mark: Hi, this is Mark. Can I speak to the manager please?

Receptionist: Sure.

Manager: Hi, this is Erica.

Mark: Hi, Erica. This is Mark. I am running late to work today. My car is not working.

Manager: I'm sorry to hear that. I hope that everything works out.

Mark: Thanks for understanding. I'll be there as soon as I can.

Manager: Okay. I'll see you soon.

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2. It's 6:00 a.m. Alice wakes up with a headache, runny nose and stomachache. She has the flu. She doesn't feel good. She cannot work today. She calls her boss.



Boss: Hello, this is Tricia, how can I help you?

Alice: Hi Tricia. This is Alice. I cannot come to work today. I don't feel good. I have the flu.

Boss: Oh, I am sorry to hear that. I hope you feel better soon.

Alice: Thank you. Bye.

Boss: Bye.