

Eastside Literacy Tutor Support  
Teaching Materials –**Phone Message Scripts**

Scripts for taking written messages:

Hello. This is Terry Brown from the Evergreen Daycare Center.  
Today is Monday, April third, and it's about 1:00.  
This is very important. I'm calling for Sarah Dalton.  
Her son Jake is not feeling well, and Sarah needs to come pick him up as soon as she can.  
My number is 702- 555-4359.

This message is for John White.  
John, this is Kim Reeves of Coastal Community College.  
We have gotten your test scores back.  
Please give me a call to set up an interview time.  
Today is Thursday August sixth, and I will be in my office all day.  
My office number is 976-555-8900, extension 554.

Answering machine script:

Hello. You have reached the home of Betty and Barney Rubble. We are not home right now, so please leave us a message after the tone. (*Beeeeeeep*)

This is a message for Betty. My name is Wilma and my phone number is 555-4567. I am calling on Wednesday at 2 pm. Please call me back. Thank you.