Sample Conversation: Would You Like to Leave a Message?

A= Secretary B=Business Client

- A: Good Afternoon. Stellar Corporation.
- B: Hello. Can you put me through to Mary Jenkins please?
- A: I'm sorry. She's at a meeting with a client.
- B: Do you know when she'll be back?
- A: She should be back by 2:00.

 Would you like to leave a message for her?
- B: Yes. Could you tell her the new ads are finished?
- A: Certainly. Can I have your name please?
- **B**: My name is <u>Jack Felspar</u>. That's F-E-L-S-P-A-R. I'm with <u>Spectrum Printers</u>. And could you have her call me when she has a spare moment. I need to discuss the <u>billing details</u>.
- A: Does she have your number?
- **B**: I think so, but I better give it to you just to be sure. It's <u>314-274-5464</u>.
- A: Alright, Mr. Felspar. I'll have her call you when she gets a minute/she's back in the office.
- B: Thanks. I appreciate it. Have a nice day.
- A: You too.

Secretary Activity Sheet



Would You Like to Leave a Message?

You are a secretary for the Stellar Corporation. Your boss Mary Jenkins is out so when business clients call, take their message.

Client Name	Company	Tel#	Message	Wants to Discuss
Jack Felspar	Spectrum Printers	314- 274-5464	New ads are finished	Billing details