

Telephone MESSAGE Assignment

The ability to leave a clear, concise telephone message is a crucial coop/business skill to develop. Remember, should anything happen that will prevent you from attending coop, you must phone both your placement supervisor as well as your coop teacher to inform them of your absence. Here's your chance to practice this very important method of business communication!

Anytime you are making an important phone call you should find a quiet place to make the call where you will not be distracted. When at all possible, avoid using a cell phone as more often than not the reception isn't clear.

Leave a telephone message for Mr. Coers

Call 905 835-1186 ext 81826

1. Identify who you are calling (this message is for. . .).
2. Identify yourself (full name + morning or afternoon coop).
3. Leave a short message. The message should answer the following question- "I deserve a free lunch because....."
4. End the call by indicating a phone # (cell or home – specify) where you can be reached for further information or clarification.

Evaluation:

- Content: see #s 1-4 above /4
 - Enunciation: ability to speak clearly and distinctly /2
 - Ability to speak at a reasonable speed – not too fast or slow /2
 - Clarity, no static or background noise /2
- /10**