**TASK**

1. Chose one of your best friends to work as a partner with you.
2. Use the information in the table below to leave and take messages using your name and company information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Identity | Company | Calling | At | Message |
| Wesley Baan423-25-171 | Delta Clothing | Andi Badri | **Toyota Corp** - Human Resources Development | The uniform he ordered have been completed.  |
| Name1423-22-105 | Rembon Microchip | Name2 | **Petra Computer** - Production | The microchip he ordered has arrived |
| Name1423-21-152 | PERTAMINA | Name2 | **Tebas Gas Station** - Logistic and Supply  | Prices are going up next week – it is better to order now |
| Name1423-21-171 | KFC | Name2 | **Makale Garbage Manager** - Environment and Safety | We need our large trash containers emptied |
| Name1423-23-832 | Pantan Construction | Name2 | **Babon Advocates** - Operational and Maintenance | Construction of the new offices will be delayed by two months |

**EXAMPLE**

|  |  |
| --- | --- |
| CC | Good morning, Toyota Corp. May I help you? |
| Baan | Yes. May I speak to Mr. Badri in Human Resources Development, please? |
| CC | May I ask who is calling please? |
| Baan | Wesley Baan from Delta Clothing. |
| CC | Thank you Mr. Baan.Mr. Badri in Human Resources Development? One moment please. |
| *After a moment…* |
| CC | I am sorry, but Mr. Badri is out of the office right now, can I take a message? |
| Baan | Yes, please. Would you tell him that the uniform he ordered have been completed. He can send someone to take it anytime. |
| CC | Of course. I’ll let him know that the uniform he ordered have been completed, is that correct Mr. Baan? |
| Baan | Yes, that is correct. |
| CC | And may I have you number please, Mr. Badri? |
| Baan | Yes, I am at 423-25-171, that’s Delta Clothing Company. |
| CC | That’s 423-25-171. Is there anything else I can help you with, Mr. Baan |
| Baan | No, thank you. That’s all I needed. Bye bye. |
| CC | Good bye, Mr. Baan. |