

Answer Phone

- OBJECTIVE:** Practise leaving voicemail messages
- PLAYERS:** 2+
- MATERIALS:** Score sheet (page 2 of this document)
message cards (page 3 of this document)
- DURATION:** ~ 20 mins

RULES

The players should use their own details and real names

The game consists of **rounds**

Round 1

- ◆ Player A is the caller in round 1 and takes a message card and reads it.
- ◆ Player B is the scorer and takes the message card from Player A and reads it.
- ◆ Player A phones and leaves a voicemail message
- ◆ Player B scores A using the score sheet on page 2 of this document.
- ◆ Player B now reads out the card to all the class and announces A's score with explanations

Round 2

- ◆ Another player takes a card, reads it and passes it to another student who will score. And so on.

Endgame

- ◆ When each player has left a message, the total scores are calculated to find the winner.

Answer Phone Score Card

INSTRUCTIONS

Score players on their ability to leave voicemail messages

Names ⇒	A	B	C	D
.....				
Has the caller included:-				
Name (1pt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reason for call (1-3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action necessary (1-3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact Details (1-3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of standard expressions? (1-5 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensibility (1-5 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
TOTAL				

Names ⇒	E	F	G	H
.....				
Has the caller included:-				
Name (1pt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reason for call (1-3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action necessary (1-3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact Details (1-3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of standard expressions? (1-5 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensibility (1-5 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
TOTAL				

Voicemail Cards

<p>Reason for call: You phone the photographer's office. You say you are worried because you haven't heard anything for 3 weeks.</p> <hr/> <p>Action necessary: You ask them to phone you urgently.</p>	<p>Reason for call: You are in Monte Carlo and your bank card is faulty. You call your bank.</p> <hr/> <p>Action necessary: You need them to call back immediately with advice.</p>
<p>Reason for call: You call a supplier. The goods you have just received are damaged, and you have orders of these goods pending urgently.</p> <hr/> <p>Action necessary: You need to speak to someone in charge by 5pm at the latest.</p>	<p>Reason for call: You can't make a meeting in Madrid for this Friday. Ask your client if the following Tuesday would be okay.</p> <hr/> <p>Action necessary: You would like an answer by 10 am tomorrow.</p>
<p>Reason for call: The contact number you left on your last message was wrong. Correct the number using your real one.</p> <hr/> <p>Action necessary: You need confirmation that the message was received and understood.</p>	<p>Reason for call: You gave the wrong address on your last voicemail message. It was No. 117 Oxford St.</p> <hr/> <p>Action necessary: You need confirmation that the message was received and understood.</p>
<p>Reason for call: You need to change tomorrow's meeting from 10 to 11:30 am in the conference room with the CFO.</p> <hr/> <p>Action necessary: You need confirmation that the message got through to the CFO and you need it within the next two hours.</p>	<p>Reason for call:</p> <hr/> <p>Action necessary:</p>