Voicemail Log Template

Answer key / Task 1

Transfer this invented example to the matching fields in the blank form: Date / time: 10 Nov 09:10; Caller: Alex; Message: Confirm time; Callback: 11:00; Done: leave blank.

Answer: Date / time = 10 Nov 09:10; Caller = Alex; Message = Confirm time; Callback = 11:00; Done = blank.

Date / time	Caller	Message	Callback	Done
10 Nov 09:10	Alex	Confirm time	11:00	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.

Voicemail Log Template

Answer key / Task 2

Transfer this invented example to the matching fields in the blank form: Date / time: 10 Nov 10:20; Caller: Sam; Message: Send outline; Callback: 14:00; Done: leave blank.

Answer: Date / time = 10 Nov 10:20; Caller = Sam; Message = Send outline; Callback = 14:00; Done = blank.

Date / time	Caller	Message	Callback	Done
10 Nov 10:20	Sam	Send outline	14:00	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.

Voicemail Log Template

Answer key / Task 3

Transfer this invented example to the matching fields in the blank form: Date / time: 11 Nov 09:00; Caller: Lee; Message: Return call; Callback: 12:00; Done: leave blank.

Answer: Date / time = 11 Nov 09:00; Caller = Lee; Message = Return call; Callback = 12:00; Done = blank.

Date / time	Caller	Message	Callback	Done
11 Nov 09:00	Lee	Return call	12:00	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.

Voicemail Log Template

Answer key / Task 4

Transfer this invented example to the matching fields in the blank form: Date / time: 11 Nov 13:30; Caller: Jo; Message: Check booking; Callback: 16:00; Done: leave blank.

Answer: Date / time = 11 Nov 13:30; Caller = Jo; Message = Check booking; Callback = 16:00; Done = blank.

Date / time	Caller	Message	Callback	Done
11 Nov 13:30	Jo	Check booking	16:00	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.