# Voicemail Log Template

Practice / 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.

| Date / time | Caller | Message | Callback | Done |
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Your reasoning / calculations / check:

# Voicemail Log Template

Practice / 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.

| Date / time | Caller | Message | Callback | Done |
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Your reasoning / calculations / check:

# Voicemail Log Template

Practice / 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.

| Date / time | Caller | Message | Callback | Done |
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Your reasoning / calculations / check:

# Voicemail Log Template

Practice / 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.

| Date / time | Caller | Message | Callback | Done |
|---|---|---|---|---|
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Your reasoning / calculations / check: