No.
Topic: **Leaving a Voicemail**（留守電を残す）
Material: Business English (Office Situation)
Obejctives:

At the end of the lesson, the students will be able to:

1. Identify the usage of vocabularies.
2. Determine when to use the vocabularies in a certain situation.
3. Learn how to leave an effective voicemail message.

WARM-UP: IDENTIFICATION

Directions: Identify which of the following should a person do in order to leave a good voicemail message. （良い留守番電話のメッセージを残すためにすべきことが以下に書かれています）

- State your name first
- State your number after your name
- Talk fast
- Plan your message before placing a call
- Repeat your number ten times
- State the purpose of your call
- Be brief
- Watch the tone of your voice

POSITIVE	NEGATIVE

VOCABULARY

• phone call (calling)	• 通話
• return call	• 折り返し電話
• caller	• 発信者
• purpose	• 目的
• voicemail	• 留守番電話
• discuss	• 論議する
• receiver	• 受話器
• out of the office	• 外出（中）

DIALOGUE
Scenario: Mark is out of the office, he cannot answer a call. Yume leaves a voicemail message.

Mark: Hi, this is Mark. I'm sorry I cannot take your call right now. Please leave a detailed message after the tone along with your name and telephone number. I'll return your call as soon as I return. Thank you.
Yume: Hello this is Yume. I am calling because I want to discuss about your approval on my proposal. Thank you. You may call me back on this number 800-639-6080. Bye!

DIALOGUE COMPREHENSION CHECK
Directions: Fill in the blanks with the correct words.（正しい単語で空欄を埋めなさい）

tone	**telephone number**	**purpose**	**proposal**	**detailed message**
approval	**leave**	**name**	**Mark**	**Yume**

1. _____ cannot take the call right now.
2. Please _____ a detailed message.
3. The _____ should be left after the _____.
4. Your _____ and _____ should be left together with the message after the tone.
5. _____ is the one calling Mark.
6. Yume called on the phone because she has a _____.
7. Yume wants to discuss about the _____ of her _____.