

# How to Leave a Voicemail Lesson Plan

## TIME

15-30 minutes

## MATERIALS

- Voicemail worksheet
- Blank paper or white board
- Pen or pencil
- Phone

## VOCABULARY

**Voicemail Message-** mensaje de voz

**Voicemail-** correo de voz

**Greeting-** saludo

**Phone-** teléfono

**Phone Call-** llamada

## OBJECTIVES

*At the end of this lesson, the student will be able to:*

1. Identify three important pieces of information to leave in a voicemail message.
2. Correctly pronounce their name and phone number in English.

## ACTIVITIES

## NOTES

	ACTIVITIES	NOTES
<b>INTRODUCTION</b>	<ul style="list-style-type: none"> <li>• Introduce the topic by asking the essential questions.</li> <li>• Explain to the student the importance of leaving a voicemail, especially when calling a community agency, school, service provider, etc., to ensure they receive a call back.</li> <li>• Introduce the vocabulary words in the box above. Read each word in English and ask the student to repeat each until he/she is comfortable with the pronunciations.</li> </ul>	<p><b>Essential Questions:</b></p> <ul style="list-style-type: none"> <li>• Why is it important to leave a voicemail when the person you are calling does not answer the phone?</li> <li>• What information is important to provide when leaving a voicemail?</li> <li>• In which situations is it necessary to leave a voicemail? In which situations may you be able to send a text or Whatsapp message instead?</li> </ul>
<b>INSTRUCTION</b>	<ul style="list-style-type: none"> <li>• Distribute the "How to Leave a Voicemail" worksheet to the student. Show them how the page is organized, and how to use the word pronunciations to study on their own. Read the introduction aloud with the student, in English as well as Spanish (if necessary).</li> <li>• Read the voicemail examples on Page 1 of the worksheet. Ask the student to repeat each phrase after you. Repeat 2-3 times or until the student is comfortable with the pronunciations. After reading the examples, use a blank sheet of paper or a white board to show the student how to say their own name and phone number in English.</li> <li>• Complete the "Create Your Own Voicemail" activity, as described in the right-hand column.</li> <li>• Complete the "Receiving a Voicemail" activity on Page 2 of the worksheet. See the instructions for this activity in the right-hand column.</li> </ul>	<p><b>Create Your Own Voicemail Activity:</b></p> <ul style="list-style-type: none"> <li>• Using the same template as the sample voicemails on Page 1 of the worksheet, ask the student to write their own voicemail message in English. Be sure that they include their name, the reason for calling, their phone number, and the time they can be reached. Once they have written their message, ask them to read it aloud. After the student has had a chance to write and practice their voicemail message, ask them to call your phone and leave you a voicemail. Listen to the voicemail together so the student has a chance to hear the message they left.</li> </ul> <p><b>Receiving a Voicemail Activity:</b></p> <ul style="list-style-type: none"> <li>• Read each of the three voicemail examples from Page 2 aloud with the student. Ask the student to identify and write down who is calling, why they are calling, how they can be reached, and the best time to call them back. After the student has had a chance to complete the worksheet, call their phone and leave them a voicemail message. Listen to the voicemail together, and ask the student to identify the key pieces of information that you left for them.</li> </ul>



**ACTIVITIES****NOTES**

<b>REVIEW/ASSESS</b>	<ul style="list-style-type: none"><li>Review the lesson and assess the student's learning by asking assessment questions. Based on the answers to the questions, review any words or concepts that the student does not understand.</li></ul>	<b>Assessment Questions:</b> <ul style="list-style-type: none"><li>What are three important pieces of information that you should leave in a voicemail message?</li><li>Say your name and phone number in English.</li></ul>
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# HOW TO LEAVE A VOICEMAIL

*(jau tu lif a vois meil)* Cómo dejar un mensaje de voz

Sometimes when you call someone, they may be busy and unable to answer the phone. This is why it is important to know how to leave a voicemail. If you leave your name, number and reason for calling, the person or program will be more likely to call you back. Look at the following examples to learn how to leave a voicemail.

*A veces cuando llamas a una persona, ella puede estar ocupada e incapaz de contestar la llamada. Por eso, es importante saber cómo dejar un mensaje de voz. Si dejas tu nombre, número de teléfono, y la razón por la llamada, es más probable que la persona o programa te devuelvan la llamada. Lee los siguientes ejemplos para aprender como dejar un mensaje de voz.*

**Who is calling?** *¿Quién habla?*

Hi my name is Carlos Garcia. (jai mai neim is...) Hola mi nombre es Carlos Garcia.

**Why are you calling?** *¿Por qué llamas?*

I would like to take English classes. (ay uod laik tu teik IN-qlish KLA-ses) Me gustaria tomar clases de inglés.

**How can they reach you?** *¿Cómo te pueden contactar?*

You can call me at (585) 555-6731. (iu kan kal mi at...) Me puedes llamar a (585) 555-6731.

**When can they call you back?** *¿Cuándo te pueden llamar?*

Any day after 5 pm. (E-ni dei AF-ter faiv pi em) Cualquier día después de las 5pm.



**Who is calling?** *¿Quién habla?*

Hi my name is Linda Gonzalez. (jai mai neim is...) Hola mi nombre es Linda Gonzalez.

**Why are you calling?** *¿Por qué llamas?*

My leg hurts, and I would like to see the doctor. (mai lek jerts ay uod laik tu si tha DAK-ter) Me duele la pierna, me gustaria ver el doctor.

**How can they reach you?** *¿Cómo te pueden contactar?*

You can call me at (716) 555-8962. (iu kan kal mi at...) Me puedes llamar a (716) 555-8962.

**When can they call you back?** *¿Cuándo te pueden llamar?*

Any day before 12 pm. (E-ni dei AF-ter tuelf pi em) Cualquier día después de las 12pm.

**Read the following voicemail messages and answer the questions.** *Lee los siguientes mensajes de voz y contesta las preguntas.*

Hi, my name is Susan Smith. I am calling because I want to talk to you about English classes. You can call me back at (518) 555-9823 any day after 10 am. Thank you.

**Who is calling?** \_\_\_\_\_

**Why are they calling?** \_\_\_\_\_

**How can you reach them?** \_\_\_\_\_

**When can you call them back?** \_\_\_\_\_

Hello, this is Matt White from the Health Clinic. I am calling you back to see if you would still like to set up a doctor's appointment. You can call me at (585) 555-3825 any day between 9 am and 5 pm. Have a good day.

**Who is calling?** \_\_\_\_\_

**Why are they calling?** \_\_\_\_\_

**How can you reach them?** \_\_\_\_\_

**When can you call them back?** \_\_\_\_\_

Good morning, my name is Laura Williams. I am calling because we are looking for workers for our dairy farm. If you are interested, call me at (716) 555-9944 any day before 7 pm. Thanks!

**Who is calling?** \_\_\_\_\_

**Why are they calling?** \_\_\_\_\_

**How can you reach them?** \_\_\_\_\_

**When can you call them back?** \_\_\_\_\_