



Daily Life - Setting Up Your Voice mail Message

(C0332)

- A: Can you help me set up my voicemail message? I just got this service and I am not really sure what I am supposed to say.
- B: Sure! You just basically gotta let the caller know who they called, and ask them for their contact information so you can call them back.
- A: Ok, so can I say, “ This is Abby’s voicemail. I will call you later, so leave me your name and number”.
- B: That’s more or less the idea, but try something that sounds more friendly.
- A: Ok, so how about this, “ This is Abby and I am really happy you called! I promise I will give you a ring as soon as I can, so please leave me your name and number. Talk to you soon!”.
- B: A little too friendly Abby. Just say this, “ Hi, you have reached Abby. I am unable to answer your call right now, but if you leave me your name and phone number, I will get back to you as soon as possible. Thanks”.



A: That's perfect! Can you say that again and record it for me?

Key Vocabulary

voicemail	<i>N</i>	an electronic system enabling the recording and storage of voice messages.
record	<i>N</i>	set down in writing or voice or the like
basically	<i>R</i>	essentially, fundamentally
service	<i>N</i>	the supplying or a supplier of something required by the public.
set up	<i>V</i>	prepare

Supplementary Vocabulary

fundamentally	<i>A</i>	a foundation or basis; basic
repair	<i>V</i>	to restore to a good or sound condition after decay or damage



available

A

accessible

tape

N

a ribbon of material used to record sound, images, data

static

A

atmospheric electricity interfering with radar, radio, the sending and receiving of wireless messages