## PROJECTA

## Task

- •Listen to a phone message from a worker informing about a certain change requesting "squarely" confirmation. (CLB 5 and 6).
  •Listen to a phone message from a worker informing about a change requesting a specific action: a) acceptance or b) refusal. Making a decision is key. (CLB 7 and 8).

is key. (CLB 7 and 8).			
CLB 5	CLB 6	CLB 7	CLB 8
Transcript			
Hello Paula, this is <b>CARL*</b> at			
extension 3472*.	Hello Paula, CARL SMITH *	Hello Paula. This is <b>VERA</b>	Hello Paula. This is <u>VERA</u>
	here.	<u>LANG*</u> in HR.	<u>LANG*</u> in HR.
Well, as discussed this afternoon,	Well, as discussed this afternoon,	I understand that you and Carl	Carl Smith has confirmed that
I am glad you're taking over the	I am glad you're taking over the	Smith have discussed the position	you'll be taking over the
NIGHT* shift.	NIGHT* shift in production.	this afternoon and you have	NIGHT** shift in production.
		accepted taking over the	Congratulations on your new role.
	The department needs someone	NIGHT** shift in production.	
	like <b>you</b> * to enforce rules and		
	standards.		
What I forgot to confirm was the		What Carl did <b>not</b> confirm was	Carl did not confirm the
START* date. So, let me**	What I forgot to confirm was the	the <b>START*</b> date of the shift,	START* date for the shift,
know what date works best for	START* date. So, let me**	though. Would you contact	though. Please contact <u>Carl</u> ** at
you.	know what date works best for	<u>Carl</u> ** at <u>3472*</u> and let <u>him**</u>	3472* and let <u>him**</u> know.
	you**.	know, please?	
Let me** know the START**		Now, not sure if you're leading	Now, the minimum** expectation
date at extension 3472*.	Let me** know the START*	THREE* or FIVE* teams,	for teams is <b>THREE*</b> . Not sure if
	date at extension 3472*.	Paula. For this position, the	you're leading <b>THREE*</b> or
Once again, it's Carl at extension		minimum expectation is	MORE*, though. Please Let
<u>3472*.</u>		THREE*.	me** know <b>ASAP*</b> whether is
<b>•</b>			the minimum** or not** My
		Please let me** know your	extension is HR100. <u>Vera**</u> Lang
		preference; I mean the	at HR100. Leave a message; your
		minimum** or something else ASAP* please. My extension is	<b>NAME*</b> and the <b>NUMBER*</b> of teams. Don't forget to contact
		HR100*. Vera** Lang at HR100.	CARL* as well.
		Lang at 11100.	Critic as well.
Huge thanks.	Thanks a lot.	Much appreciate it. Thanks.	Much appreciate it. Thanks.

## PROJECTA Telephone Messages (Employee's Schedule)

## **CRITERIA**

\* Prominence: highlight the most important information. Words are marked in boldface capital letters.

\*\*Light stress: underlined words

Line: low intonation

High intonation

Middle