

Voicemail is a very important part of business. In this lesson, you'll learn to:

- Understand other people's voicemail greetings
- Make a voicemail greeting for your phone
- Understand voicemail messages left by others
- Leave clear, voicemail messages for others



Voicemail Vocabulary:



Greeting –

The message you leave on your outgoing voicemail

Message –

What you say on the other persons phone, also what you say on your phone

Tone –

The sound you leave the message after

You can use this for your own voicemail greeting. You'll hear greetings like this on other people's voicemail:

Greeting

- Hello. *formal*
- Hi. *informal*

Name

- This is

Regrets

- I'm sorry I missed your call.

Message

Please leave a message after the tone. Thank you.