

## ESL 111LS Voice Mail Assignments

CALL MARSHA CHAN! ----->



### General information

During the semester, you will complete some oral assignments by voicemail. You will call and leave a message in my voice mailbox at the Mission College Express Messaging service. This voice mail system is available 24 hours a day, 7 days a week.

### Voice Mail (408) 855-5567 Mailbox 5787

This is how to use the Mission College Express Messaging system. Follow the underlined steps. The other steps are optional (not necessary).

**Please note:** If you want to talk to me in person, do not call the voicemail number above! Instead, please call the following number. If I am not away from my desk or on another call, I will answer the phone.  
**Office Telephone  
(408) 855+5314**

1. Dial (408) 855-5567 on a touchtone telephone. You will hear a voice say, "Express messaging to mailbox--?"
2. Enter 5787 and then press the pound (#) sign. You will hear my outgoing message.
3. Speak loudly and clearly after the tone. Pronounce your name, class, and assignment. Record your oral homework.
4. Press # to stop recording.
5. Press 2 to play your message.
6. Press 2 to play your message again.
7. Press # to pause during playback.
8. Press 1 to skip backwards 5 seconds.
9. Press 3 to go forward 5 seconds.
10. Press 76 to delete your message. (If you Press 76 again, it will restore your message.)
11. To re-record your message, wait until you hear the voice mail announcer say, "To record a message, press 5."
12. Repeat steps 4 and 5.
13. To add to the message, press 5. To deposit the message, press 79 or hang up. To delete it, press 76.

### Voice Mail Assignment #1 Due date \_\_\_\_\_

Hello, Ms. Chan. My name is \_\_\_\_\_ (say your name slowly and clearly.) My first name is spelled \_\_\_\_\_. My last name is spelled \_\_\_\_\_. I'm a student in your ESL 111 Listening and Speaking class. My telephone number is \_\_\_\_\_. At home, I speak \_\_\_\_\_ (what language?) I'm taking your class because I want to improve my listening and pronunciation skills in English. If I study hard and practice using English often, I know I will learn a lot. \_\_\_\_\_

(Add your own sentence.) Good-bye. I'll see you in class on \_\_\_\_\_ (what day?)