

Automated Messages

Instructions: Translate each of the following typical automated messages. Record and analyze your translations. Remember to focus on clarity and meaning equivalence.

Your call may be recorded and monitored for quality assurance and training purposes.
To expedite your call, please have your account number or social security number ready for the next available customer service representative.
The number you dialed is not in service. Please check the number and try again.
All representatives are busy helping other customers, please remain on the line and we will answer your call as quickly as possible.
Please listen carefully to our menu, as the options have recently changed.
To better assist you in meeting your needs, please provide your last four of your social security number.
Your call has been forwarded to an automated answering system. To leave a message, please press one or remain on the line. To send a numeric page press five, or press nine for other options. [BEEP.]
Your call is very important to us. Calls are answered in the order they are received. The current expected hold time for your call is eight minutes.
You have reached the office of Dr. Charles. If you have a medical emergency, please hang up and call 911. If you have reached this message we are either busy with patients or the office is closed. Office hours are Tuesday, Wednesday, and Thursday 9:00 to 5:00; Fridays 9:00 to noon. Please call back during regular business hours.
The person you have called is not available. Please leave your name, number and a brief message.
Thank you for calling Dr. Dwight's office. If this is an emergency please hang up and dial 911. If not, please select from the following options. For appointments press one, for an insurance issue push two, for a nurse push three, to leave a message push four.
The person you have called does not accept calls from unknown numbers. At the tone, please say your name or the name of the company you represent. [BEEP.]