**Vocabulary Task 2: Leaving a Phone Message about Volunteering**

**Instructions:**

This is a **speaking** task. You will need to record yourself leaving a phone message asking about the possibility of volunteering somewhere in your local community. This can be anywhere you choose (for example, homeless shelter, school, library, community centre, food bank, etc.).

Your recording should be approximately 1-2 minutes long, and you should include **at least four** of the words/phrases studied in Unit 1 **or** Unit 2 of the Pathways textbook in your message. Your message should include the following:

1. A brief statement of who you are and why you are calling
2. An explanation of why you would like to volunteer and how you believe you can help
3. A brief description of any relevant experience you have that could help you with this volunteering task
4. An appropriate farewell, including information about how to contact you

**Additional Words/Phrases:**

1. **I’m calling because… / I’d like to inquire about… / I was wondering about the possibility of…**

“I’m calling because I’m interested in volunteering at the school.”

“I’d like to inquire about a volunteer position at the school.”

“I was wondering about the possibility of volunteering at the school.”

1. **I appreciate your time / I look forward to hearing from you soon / I hope to hear from you soon / Thank you for listening / Thank you for your consideration**

“I appreciate your time, and I hope to hear back from you soon.”

“I look forward to hearing from you soon. You can contact me at…”

“Thank you for listening, and I look forward to hearing back from you.”

1. **Assist (v) / Assistance (n)**

“I would like to assist the students at the school with their homework.”

“I believe that I can provide assistance to the staff at the shelter.”

1. **Commit (v) / Commitment (n)**

“I can commit up to 15 hours per week to helping out at your school.”

“I am ready to make a commitment to helping out at your facility.”

1. **Dedicate (v) / Dedication (n) / Dedicated (adj)**

“I’m a very dedicated person who takes their responsibilities seriously.”

“I think that my dedication to this cause can be a great asset for you.”

1. **Qualify (v) / Qualified (adj) / Qualification (n)**

“I believe that I am qualified for this position because I have worked at a school in the past.”

“I have several relevant qualifications, including the fact that I have volunteered at several shelters in my native country.”

1. **Apply (v) / Application (n)**

“I would like to apply for a volunteer position at…”

“I’ve completed the application form on your website and sent it to you by email.”

1. **Opportunity (n)**

“I’m interested in the opportunity to volunteer at…”

“This would be a great opportunity for me because it would allow me to get some experience working at something that I am passionate about.”

**Sample:**

“Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **I am calling to inquire** about the possibility of **volunteering** at the daycare. I’m interested in this because I am new to the **community**, and I would like to find a way to use my time productively and to **benefit** other people in the neighbourhood. I also love working with children, and I want to make sure that all children in this community have **access** to top quality care and have as much **support** as they need. I know that **poverty** is an issue for many people in this community, and parents rely on this daycare to look after their kids while they work and **struggle** to **provide** a good home for their family.

I believe that I’m **qualified** to volunteer at the daycare because I have a lot of relevant experience working with kids. I was an elementary school teacher in my native country for 11 years, and for five of those years I also volunteered at the school daycare for three afternoons every week. I’m a very **dedicated** and reliable person, and would make sure that I provide the best care possible every time that I’m at the daycare. I’ve also raised three kids of my own!

**I appreciate your time, and I hope to hear back from you soon**. If you would like to contact me, my phone number is \_\_\_\_\_\_\_\_\_\_\_\_ and my email address is \_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you.”