

Oxford Test of English – Speaking Part 2

Task 1 (Leave a Voicemail) + Task 2 (Reply to a Voicemail)


How to use this pack

- Student script sections include the exact style of instructions and the message content the student would hear/read.
- Teacher sections include full B1 and B2 sample answers for every task.
- At the end, you'll find a teacher comparison grid and a one-page assessment rubric.

Speaking Part 2 – Task 1: Leave a Voicemail Message

Student Instructions (what the student hears)

You are going to leave a voicemail message. First, read and listen to the task, then decide what you want to say. You have 40 seconds to leave your voicemail. Start speaking when you hear the tone.

 You now have 20 seconds to think about what you want to say.

Task 1: Changing Plans with a Friend

You made plans to meet your friend this evening, but something urgent has come up. Leave a voicemail message for your friend.

In your message, you should:

- Say who you are and remind them of the plan.
- Apologize and explain why you can't make it.
- Suggest another day to meet.

Task 2: Reporting a Lost Wallet

You lost your wallet in a café earlier today. Call the café and leave a voicemail message.

In your message, you should:

- Say who you are and when you visited the café.
- Describe the wallet and where you think you lost it.
- Ask them to call you back if they find it.

Task 3: Rescheduling a Dentist Appointment

You have a dentist appointment tomorrow, but you need to change the time. Call the dentist's office and leave a voicemail message.

In your message, you should:

- Say who you are and when your appointment is.
- Explain why you need to reschedule.
- Ask for a new appointment time.

Task 4: Leaving a Message for Your Boss

Your boss is not in the office, but you need to tell them about an important document. Call and leave a voicemail message.

In your message, you should:

- Say who you are and why you are calling.
- Explain what the document is and why it is important.
- Ask them to check it as soon as possible.

Task 5: Confirming a Delivery

You ordered a package online, but it hasn't arrived. Call the company and leave a voicemail message.

In your message, you should:

- Say who you are and what you ordered.
- Explain when the package was supposed to arrive.
- Ask for an update on the delivery.

Task 6: Cancelling a Gym Membership

You no longer want to use your gym membership. Call the gym and leave a voicemail message.

In your message, you should:

- Say who you are and mention your membership details.
- Explain why you want to cancel.
- Ask about any cancellation procedures.

Task 7: Apologizing for a Mistake

You accidentally took your colleague's notebook instead of yours. Call and leave a voicemail message.

In your message, you should:

- Say who you are and what happened.
- Apologize for the mistake.
- Arrange to return the notebook.

Task 8: Making a Restaurant Reservation

You want to book a table for dinner at a restaurant. Call and leave a voicemail message.

In your message, you should:

- Say who you are and how many people the booking is for.
- Mention the date and time you want.
- Ask about any special requirements, such as a vegetarian menu.

Task 9: Inviting a Friend to an Event

You are organizing a small gathering and want to invite a friend. Call and leave a voicemail message.

In your message, you should:

- Say who you are and why you are calling.
- Give details about the event (date, time, and location).
- Ask them to let you know if they can come.

Task 10: Explaining a Late Arrival

You are running late for an important meeting. Call your colleague and leave a voicemail message.

In your message, you should:

- Say who you are and what meeting you are referring to.
- Explain why you are late and how long you will be.
- Ask them to inform others if necessary.

Teacher Sample Answers – Task 1 (Leave a Voicemail)

Task 1: Changing Plans with a Friend

B1 Sample Answer:

Hi Anna, it's Laura. We were going to meet this evening at the café at seven. I'm really sorry, but something urgent has come up at work and I can't make it. I feel bad about cancelling so late. Maybe we could meet tomorrow afternoon or another day this week. Call me back and let me know what works for you. Bye!

B2 Sample Answer:

Hi Anna, it's Laura calling. I'm just ringing about our plan to meet this evening at the café. I'm really sorry, but I've had an unexpected problem at work and I won't be able to come. I hope you understand. Would you be free to meet tomorrow or maybe later this week instead? Let me know when you can. Speak soon!

Task 2: Reporting a Lost Wallet

B1 Sample Answer:

Hello, my name is Daniel. I was at your café this morning around ten o'clock. I think I lost my wallet there. It's small and black, and I may have left it on the table near the window. Could you please call me if you find it? Thank you very much.

B2 Sample Answer:

Hello, this is Daniel speaking. I visited your café earlier today at around ten in the morning, and I believe I may have lost my wallet there. It's a small black leather wallet, and I was sitting near the window. I'd really appreciate it if you could contact me in case it's been found. Thanks very much.

Task 3: Rescheduling a Dentist Appointment

B1 Sample Answer:

Hello, this is Marta. I have a dentist appointment tomorrow morning at nine. I'm calling because I need to change the time. Something has come up and I can't attend then. Could I please have another appointment later this week? Thank you.

B2 Sample Answer:

Hello, my name is Marta. I'm calling about my dentist appointment scheduled for tomorrow at nine o'clock. Unfortunately, I won't be able to attend at that time due to a work commitment. I was wondering if it would be possible to reschedule for another day or later this week. Please call me back when you can.

Task 4: Leaving a Message for Your Boss

B1 Sample Answer:

Hello, this is Tom. I'm calling because I wanted to tell you about an important document. I've sent it by email this morning. It's important for tomorrow's meeting, so please check it when you can. Thank you.

B2 Sample Answer:

Hello, this is Tom calling. I just wanted to let you know about an important document I've sent you by email today. It contains the final information for tomorrow's meeting, so it's quite urgent. I'd appreciate it if you could have a look as soon as possible. Thanks.

Task 5: Confirming a Delivery

B1 Sample Answer:

Hello, my name is Sarah. I ordered a package online last week. It was supposed to arrive yesterday, but I haven't received it yet. I'm calling to ask if you can give me an update on the delivery. Thank you.

B2 Sample Answer:

Hello, this is Sarah speaking. I'm calling about an online order I placed last week. The package was expected to arrive yesterday, but it still hasn't arrived. I was wondering if you could check the status of the delivery and let me know what's happening. Thanks in advance.

Task 6: Cancelling a Gym Membership

B1 Sample Answer:

Hello, my name is Alex. I have a gym membership with you. I'm calling because I would like to cancel it. I don't use the gym anymore. Could you please tell me what I need to do to cancel my membership? Thank you.

B2 Sample Answer:

Hello, this is Alex calling. I'm a member of your gym, and I'd like to cancel my membership. Due to changes in my schedule, I'm no longer able to attend regularly. Could you please explain the cancellation process and let me know if there's anything I need to do? Thanks.

Task 7: Apologizing for a Mistake

B1 Sample Answer:

Hi, this is Emma. I'm calling because I think I took your notebook by mistake. I'm really sorry about that. I didn't realise until I got home. I can bring it back to you tomorrow at work. Sorry again.

B2 Sample Answer:

Hi, it's Emma here. I'm really sorry, but I think I accidentally took your notebook instead of mine yesterday. I only noticed when I got home. I apologise for the confusion, and I'll bring it back to you tomorrow morning. Thanks for understanding.

Task 8: Making a Restaurant Reservation

B1 Sample Answer:

Hello, my name is Carlos. I'd like to book a table for four people. We would like to come this Friday at eight in the evening. Could you also tell me if you have any vegetarian options? Thank you.

B2 Sample Answer:

Hello, this is Carlos speaking. I'd like to make a reservation for four people for this Friday evening at eight o'clock. I also wanted to ask if you offer vegetarian menu options. Please let me know if this is possible. Thank you very much.

Task 9: Inviting a Friend to an Event

B1 Sample Answer:

Hi Lucy, it's Mark. I'm calling to invite you to a small gathering at my place this Saturday. It starts at seven in the evening. I hope you can come. Please let me know. Bye!

B2 Sample Answer:

Hi Lucy, it's Mark calling. I just wanted to invite you to a small get-together I'm organising this Saturday evening at my place, starting around seven. It would be great to see you there. Let me know if you're free. Hope to hear from you!

Task 10: Explaining a Late Arrival

B1 Sample Answer:

Hello, this is John. I'm calling about the meeting this morning. I'm running late because of traffic, but I should arrive in about ten minutes. Could you please tell the others for me? Thanks.


B2 Sample Answer:

Hi, this is John calling regarding our meeting this morning. Unfortunately, I'm running late due to heavy traffic, but I expect to arrive in around ten minutes. I'd appreciate it if you could let the rest of the team know. Thanks very much.

Speaking Part 2 – Task 2: Reply to a Voicemail Message

Student Instructions (what the student hears)

You are going to reply to a voicemail message. First, read and listen to the task, then decide what you want to say. You have 40 seconds to leave your voicemail. Start speaking when you hear the tone.

 You now have 20 seconds to think about what you want to say.

Task 1: Welcoming a New Student

Now listen to the message:

“I’ve just had my first day here, and, wow, this place is so big! I keep getting lost. Anyway, could you call me because I need some advice about clubs? We’ve got to decide tomorrow which ones to join. One other thing – if you’re free this weekend, shall we meet up?”

In your message, you should:

- Welcome your friend.
- Give your friend some advice about clubs.
- Suggest a time and place to meet.

Task 2: Helping a Friend with an Exam

Now listen to the message:

“I’m so stressed! The exam is in two days, and I feel like I don’t remember anything. Do you have any tips? Also, do you have time to go over some notes together?”

In your message, you should:

- Reassure your friend.
- Give advice on how to prepare.
- Suggest meeting up to study together.

Task 3: Inviting a Friend to a Party

Now listen to the message:

“I don’t really know anyone here yet, and I miss my old friends. Do you know of anything fun happening this weekend? I really need to meet some new people!”

In your message, you should:

- Cheer up your friend.
- Tell them about a party this weekend.
- Invite them to join you.

Task 4: Giving Advice on a Job Interview

Now listen to the message:

“I’ve got an interview for a part-time job tomorrow, and I’m really nervous! Do you have any advice? Also, do you think we could practice together later?”

In your message, you should:

- Wish your friend luck.
- Give advice on how to prepare.
- Offer to help with practice questions.

Task 5: Making Plans for a Trip

Now listen to the message:

“I’m going on a short trip this weekend, but I’m not sure where to go or what to bring. Do you have any suggestions? Also, if you’re free, could we meet up to plan?”

In your message, you should:

- Recommend a place to visit.
- Suggest what to pack.
- Offer to meet and plan together.

Task 6: Helping a Friend Find Accommodation

Now listen to the message:

“I’m moving to your city next month, and I need to find a place to live. I don’t know which areas are nice – can you help? Also, if you have time, maybe we could look at places together?”

In your message, you should:

- Welcome your friend.
- Suggest a good area to live in.
- Offer to help with the search.

Task 7: Giving Advice on a Sports Club

Now listen to the message:

“I want to join a sports club, but I don’t know which one to choose. What do you think? I’d love to try something fun!”

In your message, you should:

- Suggest a good club.
- Explain why it’s a good choice.
- Offer to go with them for the first session.

Task 8: Helping a Friend Buy a Laptop

Now listen to the message:

“I need a new laptop, but I have no idea which one to buy! Could you give me some advice?

Also, if you’re free, maybe we could go to the shop together?”

In your message, you should:

- Recommend a good laptop.
- Explain why it’s a good choice.
- Offer to go shopping together.

Task 9: Helping a Friend with a Presentation

Now listen to the message:

“I have to give a presentation tomorrow, and I’m so nervous! Do you have any tips? Also, do you think we could practice together?”

In your message, you should:

- Encourage your friend.
- Give tips for a good presentation.
- Offer to help with practice.

Task 10: Suggesting a Place to Meet for Coffee

Now listen to the message:

“I’d love to meet up for coffee this week. When are you free? Also, do you know a good place?”

In your message, you should:

- Say when you are free.
- Suggest a nice café to meet.
- Ask if they want to invite anyone else.

Teacher Sample Answers – Task 2 (Reply to a Voicemail)

Task 1: Welcoming a New Student

B1 Sample Answer:

Hi! It's great to hear from you, and welcome to the college! I know it feels big at first, but you'll get used to it soon. About clubs, I'd suggest choosing one you really enjoy and not too many. Maybe a sports club or a language club is a good start. If you're free this weekend, we could meet on Saturday afternoon at the student café. Call me back!

B2 Sample Answer:

Hi! Welcome to the college – I'm really glad you called. Don't worry about getting lost, that's completely normal at the beginning. When it comes to clubs, I'd recommend picking one that interests you but also fits your schedule, maybe something social. If you're free this weekend, how about meeting on Saturday around four at the main café on campus? Let me know!

Task 2: Helping a Friend with an Exam

B1 Sample Answer:

Hi! Try not to worry too much – I'm sure you'll do fine. You still have time to revise, so I'd suggest reviewing your notes and practising past exercises. Take short breaks so you don't feel too stressed. If you want, we could meet tomorrow afternoon and study together. Call me back and we'll arrange it.

B2 Sample Answer:

Hey, don't panic – feeling stressed before an exam is completely normal. I'd suggest focusing on the main topics and doing some practice questions rather than trying to remember everything. Make sure you rest as well. If you like, we can meet later today or tomorrow to go through your notes together. Let me know!

Task 3: Inviting a Friend to a Party

B1 Sample Answer:

Hi! I'm sorry you're feeling lonely, but don't worry – things will get better. There's actually a party this Saturday evening at my friend's place, and lots of people are going. It could be a great way to meet new people. I'd love you to come with me. Call me back if you're interested!

B2 Sample Answer:

Hey! I'm sorry to hear you're feeling a bit lonely, but that's totally normal when you move somewhere new. Actually, there's a party this weekend with some really friendly people, so it could be a great chance to meet others. Why don't you come with me? I think you'd really enjoy it. Let me know!

Task 4: Giving Advice on a Job Interview

B1 Sample Answer:

Hi! Good luck with your interview tomorrow – I'm sure you'll do well. My advice is to arrive on time, dress neatly, and think about your answers before you go. Try to stay calm and be yourself. If you want, we can practise some questions later today. Call me back!

B2 Sample Answer:

Hi! First of all, good luck with your interview – you'll be great. I'd suggest preparing a few answers about your experience and practising common interview questions. Also, remember to stay confident and positive. If you want, we can meet later and do a quick practice together. Just let me know.

Task 5: Making Plans for a Trip

B1 Sample Answer:

Hi! For a short trip, I'd recommend visiting the mountains near the city – it's really nice and relaxing. You should pack comfortable clothes and maybe a jacket, just in case. If you're free, we could meet tomorrow and plan everything together. Call me back!

B2 Sample Answer:

Hi! If you're going on a short trip, I'd suggest visiting the coast – it's perfect for a weekend. Make sure you pack comfortable shoes and check the weather before you go. If you want, we could meet later this week and plan the trip together. Let me know!

Task 6: Helping a Friend Find Accommodation

B1 Sample Answer:

Hi! Welcome in advance to the city – I'm really excited you're moving here. A nice area to live in is the city centre because it's close to everything. I'd be happy to help you look for a place, and we could check some options together. Call me when you have time!

B2 Sample Answer:

Hi! That's great news that you're moving here – you're going to love it. I'd recommend looking in the north part of the city because it's quiet and well connected. I can definitely help you search for places, and we could even go to view some together. Let me know!

Task 7: Giving Advice on a Sports Club

B1 Sample Answer:

Hi! I think joining a sports club is a great idea. I'd recommend the swimming club because it's fun and good exercise. The people there are really friendly. If you like, I can go with you to the first session. Call me back!

B2 Sample Answer:

Hi! If you want something fun, I'd suggest the volleyball club. It's very social and great for

keeping fit, even if you're a beginner. If you're nervous, don't worry – I can go with you to the first session. Just let me know!

Task 8: Helping a Friend Buy a Laptop

B1 Sample Answer:

Hi! I'd recommend getting a lightweight laptop that's easy to carry and good for studying. Make sure it has a good battery and enough memory. If you want, we can go to the shop together this week and have a look. Call me back!

B2 Sample Answer:

Hi! I'd suggest choosing a laptop with a good battery life and fast performance, especially if you'll use it for studying. You don't need anything too expensive. If you like, we can go shopping together and compare a few models. Let me know!

Task 9: Helping a Friend with a Presentation

B1 Sample Answer:

Hi! Don't worry too much about your presentation – I'm sure it will be fine. Try to practise a few times and speak slowly and clearly. Looking at your audience also helps. If you want, we can practise together later. Call me back!

B2 Sample Answer:

Hi! It's normal to feel nervous before a presentation, but you'll do great. I'd suggest practising out loud and keeping your slides simple. Remember to speak confidently and make eye contact. If you want, we can practise together later today. Let me know!

Task 10: Suggesting a Place to Meet for Coffee

B1 Sample Answer:

Hi! I'm free on Wednesday afternoon or Friday morning. We could meet at the café near the library – it's really nice and quiet. If you want, we could also invite someone else to join us. Call me back!

B2 Sample Answer:

Hi! I'm free on Thursday afternoon or Friday morning. How about meeting at the new café near the park? It's a really nice place. We could also invite a couple of friends if you like. Let me know what you think!

Teacher Comparison Grid – B1 vs B2 (Part 2)

Feature	B1	B2
Task completion	Covers all bullet points in a simple way	Covers all bullet points with added detail
Tone	Polite and clear	More natural, appropriate, and engaging
Organisation	Basic structure (start–middle–end)	Clearer sequencing and smoother flow
Language range	Basic vocabulary + simple linking	Wider range + more varied grammar
Detail	Essential information only	Extra explanation/examples when helpful
Fluency	Generally fluent; occasional hesitation	More confident; fewer pauses
Accuracy	Mostly accurate; minor errors acceptable	More accurate overall; errors rarely affect meaning

Speaking Part 2 – One-Page Assessment Rubric

Use this checklist to assess a 40-second voicemail.

Category	B1 (target behaviours)	B2 (target behaviours)
Task fulfilment	All bullet points included; message is complete	All bullet points included + small helpful additions
Clarity	Easy to understand; key info is clear	Very clear; ideas are well connected
Tone	Appropriate and polite	Appropriate + more natural/empathetic
Range	Simple vocabulary and sentence structures	More varied vocabulary and grammar
Accuracy	Errors may appear but meaning stays clear	Fewer errors; good control of forms
Fluency	Some pauses but keeps going	Smooth, confident pacing
Overall impact	Functional message within time	More convincing, natural message within time