



Messages with tell and ask

When you want to leave a message over the phone, you can use

TELL

STATEMENT	MESSAGES WITH A STATEMENT
The class starts at 3:00	Please tell Andrew (that) the class starts at 3:00
We have a party tomorrow.	Could you tell Andrew (that) we have a party tomorrow?
The teacher is not coming.	Would you tell Andrew (that) the teacher is not coming?

When the message is a request, use

ASK

REQUEST	MESSAGES WITH A REQUEST
Bring the sodas for the party	Please ask Andrew to bring the sodas for the party.
Pick up my stuff from school.	Could you ask Andrew to pick up my stuff from school?
Close the windows when he leaves.	Would you ask Andrew to close the windows when he leaves?