

TELEPHONE CONVERSATION EXAMPLE

Example: Asking someone to get a cup of coffee with you

When someone answers say:

“Hello, can I talk to (insert name)?”

If they are available to talk, then say:

“It’s (insert your name) calling, how are you? Would you like to get a coffee sometime?”

If they are not available to talk:

“Okay, can I call back another time?” or “Can you let them know I called please? It’s (insert your name)”

Example: Calling someone to say hello

When someone answers say:

“Hello, can I talk to (insert name)?”

If they are available to talk, then say:

“It’s (insert your name) calling, I was thinking about you and wanted to say hi. How’s your day?”

If they are not available to talk:

“Okay, can I call back another time?” or “Can you let them know I called please? It’s (insert your name)”