

Proper Corespondance

How to make a phone call

www.LapbookLessons.com
Images (c) Jupiter CO.

Before you call

Find a quiet place where you won't be interrupted

Make sure you have the right number

Check the time...is it too early or too late to call?

Think of what you're going to say.

Step 1: Dial the Number

1	2	3
4	5	6
7	8	9
*	0	#

Dial the numbers in the order they are written

Step 2: Wait for an answer

After you dial the number you need to wait for an answer.

If no one picks up, you can leave a message. Tell them your name, why your calling and your phone number

Step 3: Introduce Yourself

Hello, this is Tami Ray, may I please speak with Tom?



Step 4: Phone Conversation.

Speak clearly into the phone.

Don't interrupt, wait for your turn to talk.

Pay attention to the conversation.

Don't babble on and on or take up peoples time.

Ask questions and give people time to answer.

Step 5: Saying Goodbye.

It was really nice talking with you. I'll see you at school tomorrow. Goodbye.

