

Sample Script for Pre-Visit Telephone Conversation

A phone conversation is easier if you have a direction to follow. If you know what you want to say before you begin, you sound more professional and your conversation will be shorter. The “uh, uh, uh, . . .” factor is removed. The following suggestions may help provide direction for your pre-visit conversation. These questions do not have to be asked in order. However, if the person allows you to take charge of the conversation, you can ask these questions in any order. Questions may be answered before you ask the question during conversation. In this case do not ask the question again just because it is on the list. If you already know the answer to a question, then you may not need to ask it. Below is a sample script you may follow. Be sure to have paper and pen/pencil on hand before you make your call.

Hello, my name is (first and last name)_____. May I speak to _____?

Hello, Mr./Mrs. _____. This is ____ (first and last name)_____. I am a student at Unity High School and I would like to plan a job shadowing experience with you. (Explain Job Shadowing.) Our day to job shadow is **Wednesday April 25th** and we are supposed to experience a regular work day (at least 7 hours/an entire school day).

May I ask some questions so I will be prepared on the day I job shadow?

1. What time would you like for me to be there?
2. Where should I meet you?
3. How should I dress?
4. Should I bring my lunch or should I bring money to buy my lunch?
5. I will conduct myself in a courteous and responsible manner, but are there any special rules I need to know before arriving?
6. Arrange ending time.
7. Thank you for your time. I will see you at (time)_____ at _____ (site).