

TOOLS & RESOURCES

Sample Phone Call Script

Hi,

My name is [INSERT NAME] and I am a year 10 student at [INSERT SCHOOL] High School.

We are doing one week's work experience from the [INSERT DATE] till the [INSERT DATE] and I was wondering if I could do it at [INSERT ORGANISATION YOU CHOSE].

I would be particularly interested in exploring occupations such as... [INSERT OCCUPATIONS/INTERESTED AREAS]

- **If they say yes:**
 - Thank you very much, there are some forms that have to be signed. Can we make a time that I can come and do this?
- **If they say no:**
 - Thank you very much for your time, have a great day!
- **If they ask questions you do not know the answers to:**
 - say "I will get the answers to those questions from my teachers and I will ring you back shortly".