

## First Phone Call Sample Script

This is a sample of how your first contact with your student might go. With an ESL student, it is important to speak slowly. With any student, be careful to use simple vocabulary.

**Teacher:** Hello. May I please speak to Consuela?

**Student:** Consuela is me. Who is this?

T: This is \_\_\_\_\_. I am from the Literacy Council. I am your new English teacher. Did someone tell you I would call?

**S:** Yes, but my English not good. Can you talk slower, please?

T: Yes. Is it ok to talk now?

**S:** Yes, is OK.

T: I am happy to be your teacher. We will have lessons using a phone or computer. Do you have a smartphone or a computer that you can use?

**S:** I have iPhone. I can FaceTime.

T: That is good. We can have good lessons on FaceTime. I would like to set up a regular time to call. When can you meet with me for 30 minutes?

**S:** I can meet at morning time.

T: Morning is good for me, too. Let's plan a first lesson time. I will tell you a little about me and ask you some questions about you. I would like to know more about your education and what you want to learn. Later, we can decide if we want to meet one time or two times a week. Can I call you on FaceTime tomorrow at 10:00?

**S:** That is good. Yes, tomorrow at 10.

T: Good. Please add me to your Contacts in case you need to call or text me. Or you can write down my phone number. Do you have a pencil and paper to write with?

**S:** Yes. I can write.

T: It is 888-555-1234. Can you read it back to me?

**S:** 888-555-1234.

T: That's right. I will call you on FaceTime tomorrow at 10. Good-bye-

**S:** Goodbye. Thank you.