

SCRIPT FOR TELEPHONING

Before you speak to an adult professional, you should plan what you need to say. Below is a script to help you get started. You should customize it based on your needs.

Hello, my name is _____, and I am a ____ grader in the gifted and talented program at Reservoir High School. I am researching _____ (be specific). I am interested in (choose a verb here... exploring, collecting, etc...) and hope to locate ____ (maps, books, articles, photographs, etc.). Would you be able to assist me in this?

Other questions:

When might I be able to interview you? Where? What hours are you available?

May I visit your organization? Can you suggestion other persons I might contact or institutions which might help me in my search for material? May I call you again as I proceed to focus my research? Would you prefer email?

Thanks for your willingness to take time to help me. I appreciate your support and interest in my topic.

Other advice about telephoning:

- If calling an office, call between 9am and 4pm. If calling a home, don't call before 8:30am or after 8:00pm, or during dinner hours.
- Remember the time differential if you're calling some area other than the east coast.
- Demonstrate that you have already done considerable research and have some limited, specific questions in mind. You're not asking an adult to write your paper or do your project.
- Take notes while you're talking so you don't forget information.
- Know something before you call and demonstrate that you do by asking for specific items or resources rather than vague, generalized assistance.
- Write **thank you letters** to people who help you. It's the polite thing to do, and you may need to call them again when more questions come to mind.
- If you need to leave a number, you may give the G/T office phone number – 410-888-8858. You and your family may not feel comfortable giving out your personal cell or home numbers.