

Calling in Sick



There are many reasons why someone would have to miss school or work

Name (6) reasons below:

There are reasons that are NOT acceptable:

Name (4) reasons below:

**As an adult, it is my responsibility to call work or
school if I will not be able to attend.**

Tips for calling in:

1. Make sure to tell the person who you are- "Hi it's me, Josh"
2. Explain that you will not be coming in and why- "I am not coming in today, I feel sick"
3. Keep it short! The person answering the phone has work to do
4. Close the conversation- "Goodbye"

Practice:

"Good Morning _____ how can I help you?"

YOU:

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