# Telephone Conversation

**Caller**



Give your name. Ask how he/she is.



Reply. Say you are calling to ask if he /she is free for a meeting.

Ask if he/she is free on (day)

Say that is fine. Ask if he/she is free at (time)

Confirm day and time

End the call

**Receiver**

Say your name. Offer help.



Reply and ask (*And you?*)

Say you will check your diary (schedule). Ask when is good for him/her.



Say you are busy & give reason. Give another day.



Agree.

Agree

End the call