Telephone Conversation

Caller	Receiver
	Say your name. Offer help.
Give your name. Ask how he/she is.	Reply and ask (*And you?*)
Reply. Say you are calling to ask if he /she is free for a meeting.	Say you will check your diary (schedule). Ask when is good for him/her.
Ask if he/she is free on (day)	Say you are busy & give reason. Give another day.
Say that is fine. Ask if he/she is free at (time)	Agree.
Confirm day and time	Agree
End the call	End the call