

Sample telephone script – the cold canvassing call

Give your name	Hello, my name is _____ I am from (your school's or place of education's name) _____
Ask for the name of the person in charge	Could you tell me the name of the person who is responsible for coordinating work placement?
Their reply	Their name is _____
Ask to speak to the person	May I speak with _____ please?
Their reply	What is it regarding? OR I am sorry they are not available. Can I have them phone you back?
Your response	I am seeking work placement for _____ (how many days) OR Because I am in school, it might be easier if I phone them back. What would be the best time to call them?
Their reply	I am putting you through. OR The best time to call would be _____
Your response Greet the employer Give your name If you were referred by someone the employer knows, say so at this point Say what you have to offer the company (e.g. experience, skills, interest, personal qualities) Ask to meet the employer	Thank you Hello _____ My name is _____ I am from (your school's or place of education's name) _____ Mr/Mrs/Ms _____ from _____ suggested I speak with you. I am interested in the opportunity of a work placement with your business, and I was hoping that you could offer me a placement position for one/two weeks. I am currently in Year _____ and have worked at _____ My other skills include _____ and I enjoy _____ Could we arrange a time this week that is convenient to you so I could show you the placement paperwork and talk to you about possible opportunities?
Their reply	1 Yes, how about _____? (add the details) OR 2 No, I am too busy. OR 3 I don't have any positions available at the moment.
Your response	1 Thank you for your help (arrange a time and check that you have the correct address) Address _____ Thank you for your time. I will see you on _____ (arranged day) OR 2 Thank you for your time. OR 3 Thank you for your time. Would you mind if I phoned back in a month to see if you are looking for anyone with my skills if I am still seeking placement?