

# Telephoning

*If you are applying for a job or course you may need to phone up. Here are some tips.*

## Before you phone be sure about:

- where you are going to telephone
- who you need to speak to
- what you will say.

## Are you phoning:

- to arrange an interview?
- to get an application form?
- to find out more about the job or course?

## You will need:

- plenty of coins, or a phonecard if you are using a pay phone; or enough credit on your mobile phone
- the name of the person to speak to
- details about the job or course
- a pen and paper to write any notes.

**Remember to speak clearly.**



*Phoning your mates is fun and easy but if you are phoning an employer or college you need to think carefully about what to say.*

