



Five College Center for the Study of World Languages

### Conversation Preparation Guides

**Title: Simple Phone Call with a Friend**

**Topic: Social Interactions**

**Level: Novice**

#### Practice on Your Own

- In the language you are studying, do people speak differently over the phone than they do in person? Are there any special greetings or phrases that are used when speaking on the phone? If you are not sure, do some research online or ask your conversation partner.

#### Practice in Conversation Session

- Be prepared to role play a simple phone call with a friend. Answer the phone, greet your friend, ask how she/he is, and say a polite goodbye.
  - Switch roles so that you and your role play partner both get to practice making and receiving phone calls.
  - Depending on what you have learned so far, you may be able to expand the conversation. Can you ask about your friend's family? Can you discuss the weather? Can you talk about what you and your friend are doing right now (or what you did/will do)? Can you ask for your friend's mailing address or e-mail address?
- Other situations to practice include:
  - If your friend's father answers the phone, can you politely ask to speak to your friend?
  - If someone calls and asks to speak to your host mother, can you ask the caller to wait for a moment while you get her, or tell the caller that she is not available right now?
  - Can you take a simple phone message, such as writing down the caller's name and phone number so that your host mother can call back later?