

Identify the Problem: I need to make a phone call, but I'm not sure who to call or what to say. I don't want to sound awkward or forget anything important.

What Do I Need to Know? I need to know who I'm calling, what the conversation is about, and if I have the right number. Also, I should make sure it's a good time to call, so I'm not bothering them if they're busy.

Organize the Data: I'll double-check that I have the correct number and think about what I want to say. If it's quick, I'll just call now. If it's something more important, I'll wait for a better time when they're not in class or busy.

Find and Identify the Relationship: Making a phone call is a simple way to get info, ask questions, or just talk. But I want to make sure I'm prepared, so I don't forget anything, and I'll try to pick a good time to call so I don't interrupt them.

Find a Solution: I'll dial the number, say who I am, and get to the point fast so I don't drag the conversation out. If it's a longer chat, I'll keep it clear and polite. Once we're done, I'll thank them and make sure I covered everything I needed.