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### ***“Make a Phone Call”***

#### 1. Identify the Problem:

I need to call my friend back to confirm plans for this weekend, but I want to catch them at a pretty good time. Since we must finalize everything, the call is supposed to be by tonight.

#### 2. What do I need to know to answer the question?

What: What is this call about? What details must be discussed with my friend, such as the time and place or other arrangements?

Where: Where will I be when I make a call? (Am I in a quiet place?)

When: At what time will my friend be available for the call? When will I be free to make the call?

How: How to make the call? Keep it casual to confirm all the arrangements.

#### 3. Identify all the data I need to collect:

Purpose: I am trying to confirm at what time we are meeting, where we are going, and who else is coming along.

Availability:

My friend is free after 6:00 PM.

I have free time for calling between 7:00 and 8:00 PM.

Since I need to be in a quiet place when making this call, I will call from home.

#### 4. Organize the data:

Purpose of the call: I am calling to confirm the time, place, and who's coming for plans over the weekend.

Best time to call: My friend is usually free after 6:00 PM, and I'm free between 7.00 and 8.00 PM.

Location: I will be calling from home, where it is quiet, and at approximately 7:15 PM so we have ample time to discuss everything.

5. Find and identify the relationship:

Time and Availability: Since my friend is free after 6:00 PM, my availability from 7:00 to 8:00 PM falls within the time slot, so calling around 7:15 PM will work.

Timing and purpose: make sure on one call we discuss everything and finalize the plans for the weekend.

6. To find a solution:

Plan:

I'll call my friend at 7:15 PM from a quiet spot at home to confirm all the details for the weekend.

I'll make sure to go over the time, place, and who else is coming, so there's no confusion.

The call should only take about 10-15 minutes.

7. Presentation (tell a story):

I have all the information that I needed, and going by what I know about my friend, he is usually free after 6:00 PM. I will give him a call at 7:15 PM from home since it's quiet here. We will confirm the plans of our weekend by discussing the time, place, and who is coming. In making the call in the early evening, we will have enough time to make any changes in case. That way, I will know that everything is okay before the end of the day, and we will not struggle at the last minute. In the future, I will try to schedule calls when I am sure we both have some free time, so we will not be rushing.