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BA FALL 2024

I need to call my friend back to confirm our plan to fix the car conveniently over the weekend.

Timing is essential since we need to finalize everything by tonight.

What do I need to know?

- **What:** The call is to confirm the time, location, and who else will join us for the weekend.
- **Where:** I need to be in a quiet place, which will be at home.
- **When:** My friend is usually available after 5:30 PM, and I'm free between 6:30 and 7:30 PM. So, I need to pick the best time within this range.
- **How:** Keep the conversation short but ensure all details are confirmed.

What data do I need to gather?

- **Purpose:** The aim is to confirm the time, place, and who will be coming for the weekend.
- **Availability:** My friend is free after 5:30 PM, and I have time between 6:30 and 7:30 PM.
- **Location:** I will make the call from a quiet spot at home.

How do I organize the data?

- **Purpose of the call:** Confirm the time, place, and who is coming.
- **The best time to call is** at 6:45 PM since it fits both my friend's availability and mine.
- **Location:** I'll call from home, where it's quiet.

How do the pieces fit together?

- **Time and Availability:** My friend is free after 5:30 PM, and I'm available between 6:30 and 7:30 PM, so calling around 6:45 PM works perfectly.

- **Timing and Purpose:** The goal is to finalize everything in one call so we won't rush later.

Solution: I'll call my friend at 6:45 PM from home to confirm all the details for the weekend. We'll discuss the time, place, and who else is coming to ensure everything is clear. The call should take about 10-15 minutes.

Presentation: Now that I've gathered all the necessary information, my friend is free after 5:30 PM. I'll call at 6:45 PM from home, which will be quiet. During the call, we will confirm the details of our plan to fix the car over the weekend, including the time, place, and who's coming. Making the call in the early evening allows for changes if needed, ensuring everything is set by the end of the day. Going forward, I'll schedule calls when we both have free time to avoid rushing or last-minute confusion.