

Wei Cheng Wu  
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Hw Assignment #3: Make a Phone Call

#### Step 1: Identify the Problem

My Friend and I had made a plan about going to the movies during the weekend to have some fun. We still have yet to make a final call for when and where we are meeting up. The weekend approaches tomorrow. I must make a phone call by tonight to confirm.

#### Step 2: What do I need to know

To properly make a phone call:

- What is his contact information?
- What time are we meeting up? And where?
- Am I in a good place to make the call? Is the place quiet? Is he available at this time?

#### Step 3: Address the questions + Data Collection

Contact Information: My friend that is going to the movies with me's phone number

Purpose of the call: We confirmed that we are meeting up on a Sunday afternoon at AMC theater.

Timing: I am currently at home alone which is quite quiet and both me and my friend have no school today.

#### Step 4: Data Organization

Contact Information: My friend's name is Victor, his phone # blah blah blah.

Purpose of the call: Meetup at Sunday around 3:00 pm at AMC theater front gates.

Timing: Both of us are free around 6:00 pm to 9 pm. Free to call in between.

#### Step 5: Find and Identify the relationship

Cause: My friend and I made plans for the movie during the weekend

Effect: I make a phone call to confirm the time and place of the meetup

#### Step 6: Find the solution

The steps needed to successfully make a phone call is

- know my friend (or whatever person you're calling) contact information
- know the talking points or the purpose of the call, in this case being the time and place of the meetup
- ensure both of us are available and in a quiet place

## Step 7: Presentation/ Tell the Story

My friend and I are going to the movies this weekend but we've yet to confirm the actual time and place of the meetup. I have his contact information prepared and will call him when we both are available by tonight. I prepare the thoughts in my head of what I am going to ask him by the time I dial the call. I make the phone call at 6:30 pm and ask him what time and day we are meeting up on the weekend and where. I got the information that we are meeting up on Sunday at 3:00 pm at AMC theater. We do one final touch to confirm the plans and make sure everything proceeds smoothly and successfully.