

# Making Phone Calls

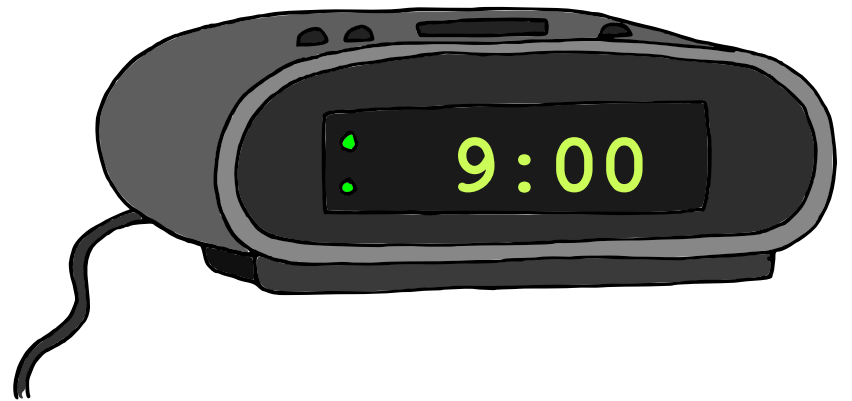


**We all use the phone  
to make plans with  
others.**

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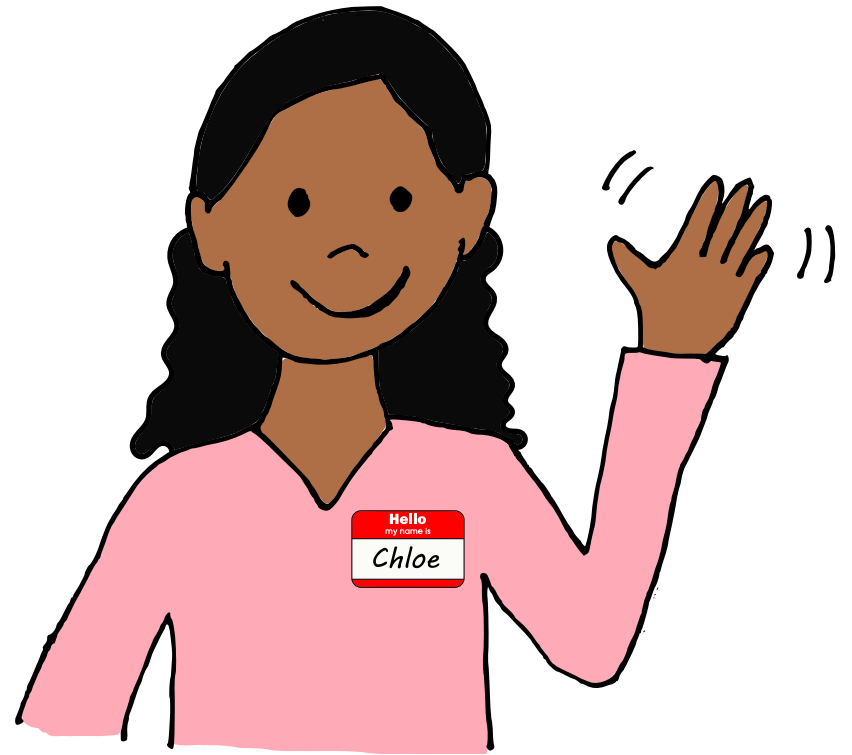
Here are some things to remember.



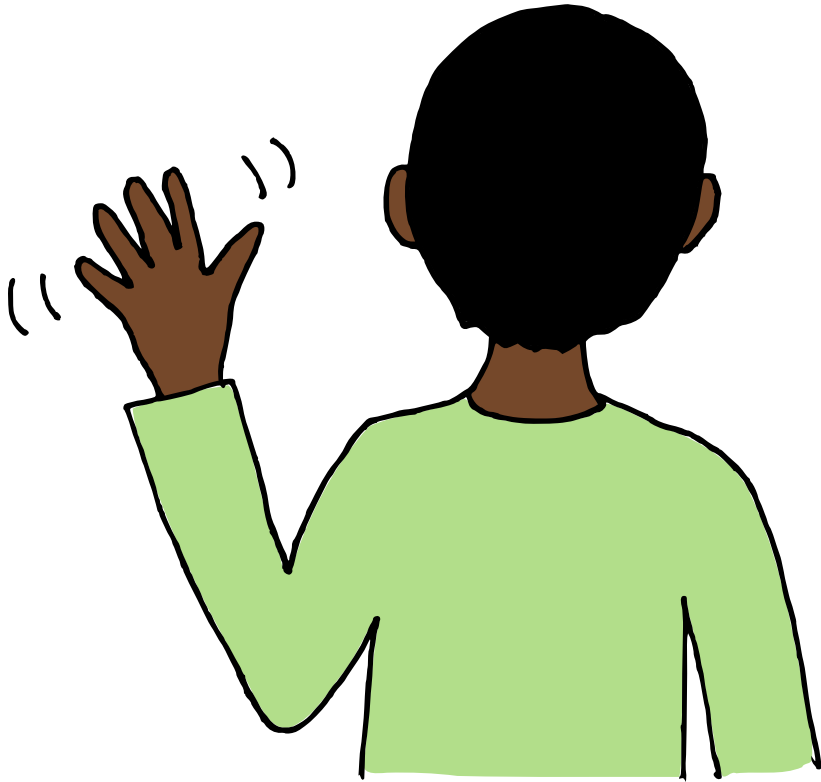
Call during the day  
between 9:00 a.m. and  
9:00 p.m.



Greet the person. Say,  
"Hello or Hi."



Tell the person your  
name and why you are  
calling.



After you get your  
information, end the  
conversation. Say,  
"Thanks, Bye."