

Telephone Script for a Year 10 Work Experience Student

[Begin with a friendly and confident tone]

Student: Hi, my name is [Your Name], and I'm a Year 10 student at Our Lady of Mercy Catholic College Burraneer. Our school is organising a work experience program scheduled for Monday November 24th to Friday 29th, November.

I'm excited about the opportunity and was wondering if it would be possible to arrange work experience with your organisation

[If needed, briefly explain your interests and why you're interested in this organisation]

Student: I'm particularly interested in *[mention your interests or areas of interest, e.g., marketing, IT]* and after researching your organisation, I'm genuinely drawn to your *[mention what interests you about the company, e.g., innovative projects, community involvement, etc.]*.

[If the response is "No"]

Student: Thank you very much for your time. Do you happen to know of any other organisations in your industry that might consider taking students for work experience?

[If the response is "Yes"]

Student: That's great to hear! I really appreciate your willingness to consider this. I have a form that needs to be completed. Would it be best if I email you a copy or drop off a hard copy of the form?

[End the call professionally and express gratitude]

Student: Thank you for your time, and I look forward to hearing from you soon.