

For making appointments with Mei, Sophia or Wendy (For Settlement Services)

1). Making an appointments in person

(Knock on the door)

You: “Hi (**Mei** or **Sophia** or **Wendy**.) Do you have a minute?”

You: “I want to ask you about _____.”
(Housing, Income Tax, Senior’s club, Flu shot, Conversation class, Medical English class, Job fairs, Writing resume, Volunteer programs)

You: “Can I make an appointment with you please?”

You: “When is it good for you?”

You: “I am available on (**date**) at (**time**).”

You: “Thank you.”

2). Leaving a voicemail on the phone.

You: “Hi (**Mei** or **Sophie** or **Wendy**).

You: “This is (*your name*) calling. (Spell your name)

“My class is CLB 3 and 4, morning.”

“My teacher is Jessica Cheong.

You: “I want to ask you about _____.”
(Housing, Income Tax, Senior’s club, Flu shot, Conversation class, Medical English class, Job fairs, Writing resume, Volunteer programs)

You: “I want to make an appointment with you.”

You: “Please call me back at (*your phone number*).”

You: “Thank you.”