

Interview Scripts

Script for Making a Phone Contact

- Hi, my name is _____. I am a student at Valley New School in Appleton, Wisconsin.
- I am seeking someone who can help me with questions I have about _____. (If you are transferred to another person, restate the above dialogue before proceeding.)
- Would it be possible to set up a (live interview, site visit, job shadow, long term internship) so that I can enhance the research for my _____ project?

or

- Could you (send me information, refer me to someone, contact me) so that I can enhance me research for my _____ project.
- When is a convenient time to _____? (Make arrangements, including when, where, who will make the next contact, and your contact information [school phone number: 993-7037].)
- Thank you for your time.

Script for Leaving a Phone Message

- Hi. my name is _____. I am a student at Valley New School in Appleton, Wisconsin.
- I am seeking someone who can help me with questions I have about _____.
- Could you please contact me through school at 993-7037?
- Thank you for your time.

Format for Sending an Email

Paragraph #1: Start with your intent (1–2 sentences)

- I am writing to request...

Paragraph #2: VNS explanation

- Valley New School is a project-based, student-driven charter school of the Appleton Area School District. Sixty-four students in grades 7–12 work in an individualized, interdisciplinary setting, designing and implementing independent research projects on topics of interest.

Paragraph #3: Specific needs/questions

- I am 15 hours into my preliminary research on the subject of _____. I am seeking information that will enhance my research. Specifically, I was wondering...

Paragraph #4: Close

- My project is due _____. Your response before _____ would be greatly appreciated.
- Also, could you refer me to anyone else who may be a useful source for my project?
- Thank you for your time.

Format for Sending a Business Letter in the Mail

See Write Source 2000, pages 241 - 250 for details. The body of the letter will be the same as the email format above.