**Host Script for Telephone**

Host: Hello, Ms. Young’s room student speaking.

Answer 1: Can you send \_\_\_\_\_\_\_\_ to the office?

Host: Yes. ***(host gets student)***

Answer 2: Can I speak to Ms. Young?

Host: Ms. Young’s teaching right now, but she will call you back. May I please have your name and room number? ***(write it down)*** Thank you!

**Host Script for Someone at the Door**

Host: Hello, can I help you with something?

Answer 1: I need to give \_\_\_\_\_ to your teacher.

Host: I will take it and give it to her. Thank you. ***(host puts it on teacher’s desk)***

Answer 2: We’re here to observe, visit, watch your class, etc.

Host: Come right on in. You can sit back here. ***(show them where to sit)*** We are in the middle of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you have any questions let me know. I’m the host. ***(return to your seat)***