Hello, my name is ______________________________. I’m calling to get some information for the National History Day project I’m completing. National History Day is a history research program for middle- and high-school students. I’m researching the topic of ______________________________. I’m focusing specifically on: (tell your narrowed focus)

__________________________________________________________

__________________________________________________________

I was wondering if you have: (ask for specific materials)

__________________________________________________________

__________________________________________________________

__________________________________________________________

When finished, be sure to thank the person for helping you.

No answer: Leave a message on the voice mail/answering machine. Use the script above if you need help with what to say.