**Practice your phone skills: Call Metro Career Center**

Call any of the three centers to get answers to the questions in the table below. You can start as follows:

**Is this Metro Career Center? I am calling to find out about your services.**

|  |  |  |
| --- | --- | --- |
| [**Metro Career Center**](http://maps.google.com/maps?hl=en&q=3910+University+Avenue,+Suite+300+San+Diego,+CA++92105&ie=UTF8&hq=&hnear=3910+University+Ave,+San+Diego,+California+92105&gl=us&z=16)  3910 University Avenue, Ste 300 San Diego, CA 92105 Phone: (619) 516-2200 | [**South Metro Career Center**](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=4389+Imperial+Avenue%09+San+Diego,+CA++92113+&aq=&sll=32.750052,-117.109988&sspn=0.015394,0.033023&gl=us&ie=UTF8&hq=&hnear=4389+Imperial+Ave,+San+Diego,+California+92113&z=17&iwloc=A)  4389 Imperial Avenue  San Diego, CA 92113 Phone: (619) 266-4200 | [**Central Downtown Library Metro Career Center**](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=4389+Imperial+Avenue%09+San+Diego,+CA++92113+&aq=&sll=32.750052,-117.109988&sspn=0.015394,0.033023&gl=us&ie=UTF8&hq=&hnear=4389+Imperial+Ave,+San+Diego,+California+92113&z=17&iwloc=A) 330 Park Blvd, 5th Fl., Room 555 San Diego, CA 92101 Phone: (619) 231-4289 |

Try to keep them on the line as long as possible. Don’t be discouraged if you do not understand what they are saying. Instead, ask them to repeat:

**I’m sorry I didn’t get that. Can you repeat, please?**

**What is the last thing you just said?**

**Say that again?**

|  |  |
| --- | --- |
| ***Question*** | ***Your notes*** |
| Do you offer workshops on job interview skills? |  |
| Where are you located?  Where exactly is it? |  |
| Can I get there by bus? |  |
| Are the workshops free? |  |
| What do I need to register for a workshop? |  |
| Are the workshops usually full? Do I need to register ahead of time? |  |
| How can I access your full schedule? |  |
| Your Question: |  |