

Joining the PTA (Parent Teacher Association) at school

Dialogue prompts for role play



Parent : Hello I would like to know if you have a PTA here please.

Receptionist : Yes we do.

Parent : Ok, I would like to join it.

Receptionist : Let me see when they meet. Ok the next meeting is here next Thursday at 9am. Just come to reception and sign in. The contact is Charlie Threadneedle. Shall I give you his phone number in case you have any questions?

Parent : Ok, thank you.

Receptionist : So, see you Thursday, maybe.

Parent : Yes I will be here. See you then.

Receptionist : Ok, bye.

Parent : Bye now.

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Parent : Hello

Charlie : Hello there. Are you here for the meeting?

Parent : Yes I am

Charlie : What is your name?

Parent : Sally Smith

Charlie : Sally, this is Eleanor, Sarah and Charlotte. So shall we start? Here is the agenda. The main topic today is the Christmas fete which is on Saturday December the 18th. We are looking for people to run the bun stall, help with setting up and packing away and also we need someone to do face painting.

Charlotte : I can run the face painting stall in the morning but I have to go into town in the afternoon.

Sally : Would you like me to do face painting in the afternoon? I have done it before and I have a book with ideas in it.

All : That would be great. See you there!