



# **NEW BUSINESS ENGLISH 4**

**Unit 1 Lesson 5**

**Workplace Rules (2)**

**Asking About and Clarifying Rules**



# Review

Talk about some Dos and Don'ts in your company.

## *Requirements:*

- *List at least 2 rules for Dos.*
- *List at least 2 rules for Don'ts.*
- *Talk about your feelings and attitudes about them.*



# LEARNING GOALS

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- ◆ Asking About A Rule
- ◆ Asking Someone For Something Politely



## Situational Dialogue

- ▶ After a short break, Kenzo asks Jasmine about the dress code.

**Kenzo Hara**

**Jasmine Scott**





Jasmine, could you please tell me more about the proper dress code?

Sure, our company's dress code is "business casual". That means you must look clean and smart, always wear black shoes. You must not wear jeans, sandals, or sneakers.





Thank you, Jasmine. May I have some sample pictures of business casual clothing?

You can find them in that handbook.  
You may also keep that.

Thanks, Jasmine.  
Everything is clear now.



# Key Vocabulary

Learn the new words and answer the questions.



## business casual

*(n.) a style of clothing that is less formal*

e.g. She is wearing **business casual** clothes.



## sample

*(n.) a small amount of something which shows what the rest is like*

e.g. The wine shop provides wine **samples** for the customers.



## handbook

*(n.) a book that contains instructions or advice about how to do something*

e.g. The HR is preparing the employee's **handbook**.

## Dialogue Review

Have a role play and answer the questions.



*After a short break, Kenzo asks Jasmine about the dress code.*

**Kenzo:** Jasmine, could you please tell me more about the proper dress code?

**Jasmine:** Sure, our company's dress code is "**business casual**". That means you must look clean and smart, always wear black shoes. You must not wear jeans, sandals or sneakers.

**Kenzo:** Thank you, Jasmine. May I have some **sample** pictures of business casual clothing?

**Jasmine:** You can find them in that **handbook**. You may also keep that.

**Kenzo:** Thanks, Jasmine. Everything is clear now.

Let's check the learning goals!



*After a short break, Kenzo asks Jasmine about the dress code.*



## **1. Asking About a Rule**

**Kenzo:** *Jasmine, could you please tell me more about the proper dress code?*

**Jasmine:** Sure, our company's dress code is "business casual". That means you must look clean and smart, always wear black shoes. You must not wear jeans, sandals or sneakers.

**Kenzo:** Thank you, Jasmine. *May I have some sample pictures of business casual clothing?*



## **2. Asking Someone for Something Politely**

**Jasmine:** You can find them in that handbook. You may also keep that.

**Kenzo:** Thanks, Jasmine. Everything is clear now.

# Learning Goals

Learn the key expressions and sentence structures.

## .∴ Asking About a Rule

- **Could you please tell me (more) about ...?**
- **Please explain more about ...**

Example sentences:

- Could you please tell me more about the proper dress code?
- Please explain more about the dos and don'ts.

Steps to follow when  
you are looking for  
further explanation.

1. Admit you need clarification.
2. Ask for repetition.
3. Ask for specific examples.

*How would you ask for clarifications about a rule in your office?*

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Asking Someone for Something Politely

- **May I have ...?**
- **Could I have ...?**

Example sentences:

- May I have some sample pictures of business casual clothing?
- Could I have a copy of the monthly report?

**You can also use:**

- **Would you mind...?**  
e.g. Would you mind showing me any sample items?
- **Would it be possible...?**  
e.g. Would it be possible to ask for more examples?

*Can you make a sentence asking about something politely?*

# Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

**Scenario:** When you read the handbook, you got confused about dress-down Fridays.

You are going to ask the HR assistant about it.

∴ You can refer to the following key expressions:

- Could you please + verb + sth?
- Please tell more about + sth?
- May I have ...?
- Could I have ...?



## ⋮ What does Casual Friday mean?



**Casual Friday** (also known as dress-down Friday or casual day) is a Western trend, which has spread to other parts of the world, in which some business offices relax their dress code on Fridays.



1. Does your company allow you to wear casual clothes on Fridays?
2. What clothes do you like wearing on casual Fridays?

# Overview

## Keywords and expressions:

*business casual / sample/ handbook*

*Could you please ...?*

*Please tell me more about ...?*

*May I have ...?*

*Could I have ...?*

