



NEW BUSINESS ENGLISH 4

Unit 1 Lesson 6

Accepting Tasks



Review

Assume that you are the manager.
Clarify the rules about taking a sick leave in your company.

Requirements:

- *Clarify the rules about taking a sick leave.*
- *Ask something about sick leaves.*



LEARNING GOALS

- ◆ Asking Someone to Do a Task for You
- ◆ Accepting a Task



Situational Dialogue

- ▶ Selena asks Kenzo for help because she has an urgent meeting.

Selena Leroy



Kenzo Hara





Kenzo, could you
do me a favor?

Yes, what is it?

I'm afraid I cannot finish this
client report as I have an urgent
meeting in five minutes. Do you
mind finishing it by lunch hour?





No worries, Selena.
I'll get it done in no time.

Thank you, Kenzo.

Sure thing.



Key Vocabulary

Learn the new words and answer the questions.



do sb. a favor

(phrase) to do a kind and helpful act for somebody

e.g. Parker always **does me a favor.**



urgent

(adj.) if something is urgent, it needs to be dealt with as soon as possible.

e.g. I have an **urgent** meeting with my client now.



in no time

(adv.) very quickly or very soon

e.g. The presentation will start **in no time.**

Dialogue Review

Have a role play and answer the questions.



*Selena Leroy asks Kenzo for help because she has an **urgent** meeting.*

Selena: Kenzo, could you **do me a favor**?

Kenzo: Yes, what is it?

Selena: I'm afraid I cannot finish this client report as I have an **urgent** meeting in five minutes. Do you mind finishing it by lunch hour?

Kenzo: No worries, Selena. I'll get it done **in no time**.

Selena: Thank you, Kenzo.

Kenzo: Sure thing.

Learning Goals

Let's check the learning goals!



Selena Leroy asks Kenzo for help because she has an urgent meeting.

Selena: Kenzo, **could you do me a favor?**



1. Asking Someone to Do a Task for You

Kenzo: Yes, what is it?

Selena: I'm afraid I cannot finish this client report as I have an urgent meeting in five minutes. Do you mind finishing it by lunch hour?

Kenzo: **No worries, Selena. I'll get it done in no time.**

Selena: Thank you, Kenzo.



2. Accepting a Task

Kenzo: Sure thing.

Learning Goals

Learn the key expressions and sentence structures.

∴ Asking Someone to Do a Task for You

- Could you do me a favor and help me...?
- Would you mind doing ...?
- If you have a moment, could you please...

Example sentences:

- Could you do me a favor and help me copy these files?
- Would you mind sending an email to Yuki?
- If you have a moment, could you please review my report?

Note:

Can	vs	Could
informal		polite
present		past
permission		possibility

How would you ask me to do a task for you?

Learning Goals

Learn the key expressions and sentence structures.

∴ Accepting a Task

- No worries. I will take care of it.
- No problem. I will get it done in no time.

Example sentences:

- No worries. I will take care of it as soon as possible.
- No problem. I will get it done within 2 weeks.
- I will get it done before the expected deadline.

You can also use:

- **to be up for the task**
e.g. I am up for the task.
- **be tasked with**
e.g. I have been tasked with calling 20 clients today.

How would you accept a task?

Semi-open Dialogue

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

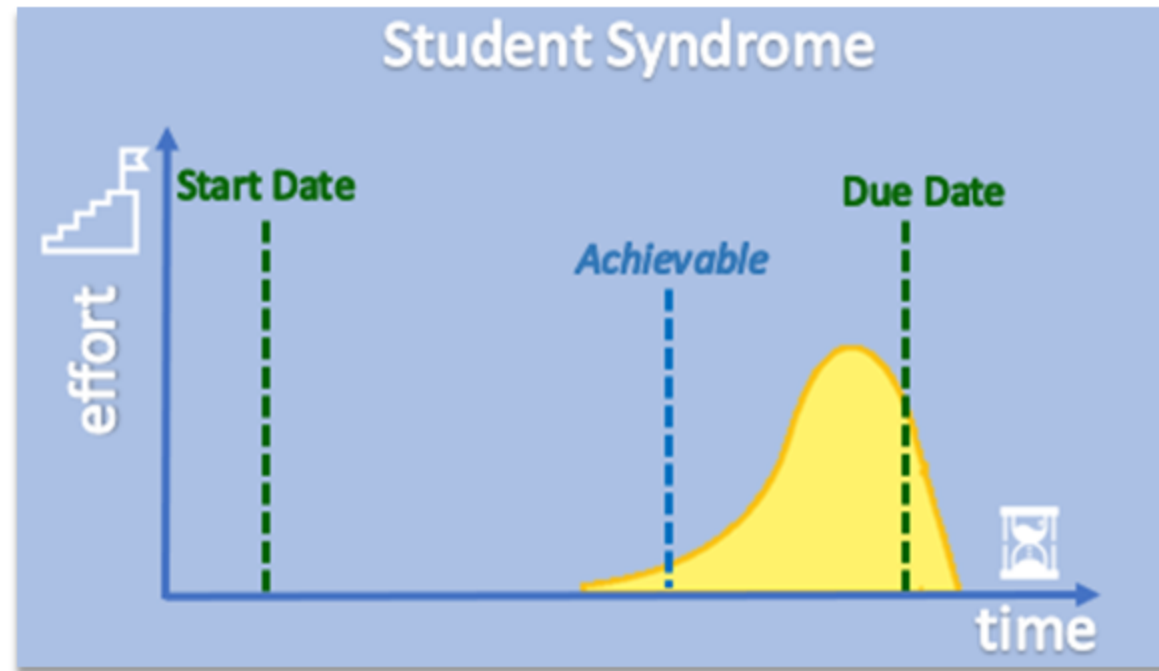
Scenario: The manager is asking you to prepare a monthly sales report for the morning brief tomorrow. Accept the task.

∴ You can refer to the following key expressions:

- Could you do me a favor and help me...?
- Would you mind doing...?
- If you have a moment, could you please...
- No worries. I will take care of it.
- No problem. I will get it done in no time.



∴ Student Syndrome in Project Management



The graph presents an employee takes to perform a task, and the time spent on this kind of activity.

Student Syndrome is a phenomenon where people delay doing things until right before the deadline. It can lead to various issues such as *missed deadlines*, *low-quality work*, etc.

The following factors provoke the Student Syndrome:

- Unclear priorities
- Laziness
- Overload and Multitasking
- Uncertainty
- Tasks' difficulty



Overview

Keywords and expressions:

do sb. a favor/ urgent / in no time

Could you do me a favor and help me...?

Do you mind if you could...?

If you have a moment, could you please...

No worries. I will take care of it.

No problem. I will get it done in no time.

