



# NEW BUSINESS ENGLISH 4

**Unit 1 Lesson 8**  
**Asking for and Offering Help**





# Review

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Your leader is inviting you for a team-building activity. What would you say to accept the invitation?

## *Requirements:*

- *Express other ways to say “How are you?”*
- *Show how to invite someone.*
- *Demonstrate how to accept an invitation.*



# LEARNING GOALS

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- ◆ Asking For Help
- ◆ Offering Help



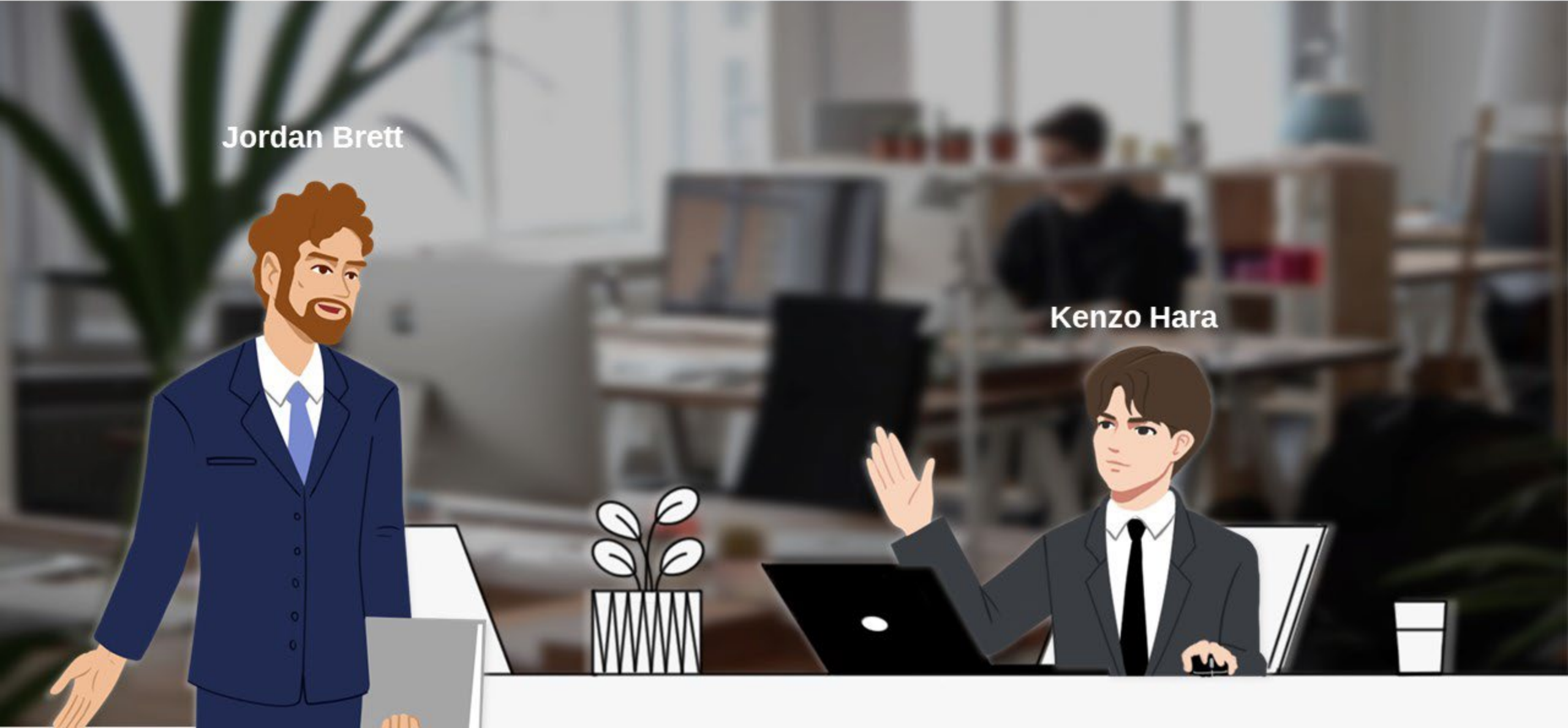


## Situational Dialogue

- ▶ Kenzo asks Jordan for help with a weekly report.

Jordan Brett

Kenzo Hara






Jordan, do you have a minute?

Sure. May I help you?

Yes, please. I'm working on my weekly report. I wonder if you could help me with the format.







Well, there is a  
fixed format for that.  
Let me send it to you.

Hold on.  
Let me check.

Oh, I received the format from  
Selena, but I can't manage to  
understand this part of the  
report. Can you help?



# Key Vocabulary

Learn the new words and answer the questions.



## wonder

*(v.) have a wish or desire to know something*

e.g. She **wonders** if the data presented was correct.



## format

*(n.) the way in which something is arranged or set out*

e.g. The **format** given by her boss is quite complicated.



## receive

*(v.) be given, presented with, or paid something*

e.g. My boss **received** the monthly sales report.



## Dialogue Review

Have a role play and answer the questions.



Kenzo asks Jordan for help with a weekly report.

**Kenzo:** Jordan, do you have a minute?

**Jordan:** Sure. May I help you?

**Kenzo:** Yes, please. I'm working on my weekly report.

I **wonder** if you could help me with the **format**.

**Jordan:** Well, there is a fixed format for that. Let me send it to you.

**Kenzo:** Oh, I **received** the format from Selena, but I can't manage to understand this part of the report. Can you help?

**Jordan:** Hold on. Let me check.



# Learning Goals

Let's check the learning goals!



Kenzo asks Jordan for help with a weekly report.

**Kenzo:** Jordan, *do you have a minute?*

 **1. Asking For Help**

**Jordan:** Sure. *May I help you?*

 **2. Offering Help**

**Kenzo:** Yes, please. I'm working on my weekly report.

*I wonder if you could help me with the format.*

**Jordan:** Well, there is a fixed format for that. Let me send it to you.

**Kenzo:** Oh, I received the format from Selena, but I can't manage to understand this part of the report. Can you help?

**Jordan:** Hold on. Let me check.

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Asking For Help

- Excuse me, do you have a minute?
- I wonder if you could help me with ...

Example sentences:

- Excuse me, do you have a minute?  
I have a problem with the file.
- I wonder if you could help me with my weekly report.

You can also use:

- I need some assistance, please.
- I can't manage to do this.  
Can you help?

*How would you ask for help with a computer problem?*



# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Offering Help

- May I help you?
- I can assist you with that.

Example sentences:

- You seem to have loads of work to finish today.  
May I help you?
- I can see you're struggling with your task.  
I can assist you with that.

**You can also use:**

- Do you need some help?
- What can I do for you?
- How can I help?

*Can you offer help to someone having internet problems?*

# Semi-open Dialogue

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

**Scenario:** Your coworker is presenting the monthly sales report but a technical problem happened. Offer some help. Later, you realize that you can't solve the problem. Ask for help from the IT support department.



∴ You can refer to the following key expressions:

- Excuse me, do you have a minute?
- I wonder if you could help me with ...
- May I help you?
- I can help you with that.



Learn some ways on how to ask for help.

## ⋮ How to Properly Ask for Help



### **Explain the situation.**

Explain what happened so that they can figure out how to help.



### **Be specific.**

Clarify what you need to get the right kind of help.



### **Consider the timing.**

Avoid asking for help at the last minute or odd times of the day.



### **Show appreciation.**

Praise them and be thankful for their help.



*What do you think is the most important thing when asking for help? Why?*

# Overview

## Keywords and expressions:

*wonder/ format/ receive*

*Excuse me, do you have a minute?*

*I wonder if you could help me with this?*

*May I help you?*

*I can assist you with that.*

