



# NEW BUSINESS ENGLISH 4

**Unit 5 Lesson 1**  
**Being Late for Work**



# LEARNING GOALS

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- ◆ Informing That You Will Be Late
- ◆ Giving a Reason for Lateness





## Situational Dialogue

- ▶ Caleb calls to inform Ms. Lopez that he will be late due to a traffic jam.

**Caleb Park**



**Gabby Lopez**







Good morning, Ms. Lopez. I'm sorry,  
but I'm running late this morning.

What's the problem, Caleb?

I'm on my way, but  
I'm stuck in traffic.







I completely understand.  
When do you expect to arrive?

I guess I'll be there  
in half an hour.

I see.



# Key Vocabulary

Learn the new words and answer the questions.



## traffic jam

*(n.) a condition when vehicles are fully stopped for a long period of time*

e.g. **Traffic jam** is a huge problem in most cities.



## stuck in

*(ph.v.) unable to move from a particular position or place*

e.g. A vehicle is **stuck in** an icy driveway.



## expect

*(v.) regard (something) as likely to happen*

e.g. They **expect** their boss to join their meeting.



## Dialogue Review

Have a role play and answer the questions.



*Caleb calls to inform Ms. Lopez that he will be late due to a **traffic jam**.*

**Caleb:** Good morning, Ms. Lopez. I'm sorry, but I'm running late this morning.

**Gabby:** What's the problem, Caleb?

**Caleb:** I'm on my way, but I'm stuck in traffic.

**Gabby:** I completely understand. When do you expect to arrive?

**Caleb:** I guess I'll be there in half an hour.

**Gabby:** I see.

# Learning Goals

Let's check the learning goals!



Caleb calls to inform Ms. Lopez that he will be late due to a **traffic jam**.



1. **Informing that you will be late**

Caleb: Good morning, Ms. Lopez.

**I'm sorry, but I'm running late**

**this morning.**

Gabby: What's the problem, Caleb?



2. **Giving a reason for lateness**

Caleb: **I'm on my way, but I'm stuck in traffic.**

Gabby: I completely understand. When do you expect to arrive?

Caleb: I guess I'll be there in half an hour.

Gabby: I see.



# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Informing That You Will Be Late

- I'm sorry but I'm running late.
- I'm afraid I won't be able to make it to...
- I'm sorry but I don't think I'm going to make it...

Example sentences:

- I'm sorry but I'm running late. I'll finish this later.
- I'm afraid I won't be able to make it to our meeting on time.

- **I'll be there in + time**

e.g. I'll be there in 20 minutes.

- **Would it be possible to...?**

e.g. Would it be possible to meet tomorrow instead?

*What do you say to someone when you are running late?*

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Giving a Reason for Lateness

- I'm on my way but + reason...
- So sorry for being late + reason...
- My apologies for arriving/ being late + reason.

Example sentences:

- I'm on my way but I'm stuck in traffic.
- So sorry for being late. I missed the bus and had to take a taxi.
- My apologies for arriving late. I had trouble finding the address.

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You can also use:

- I'm very sorry + reason
- Excuse me for being late  
+ reason

*When was the last time you were late and what was your reason?*



# Semi-open Dialogue

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

**Scenario:** You are attending a client meeting on behalf of your boss. Due to some roadworks, you will not be able to make it on time. Inform your client that you will be late and give your reasons.

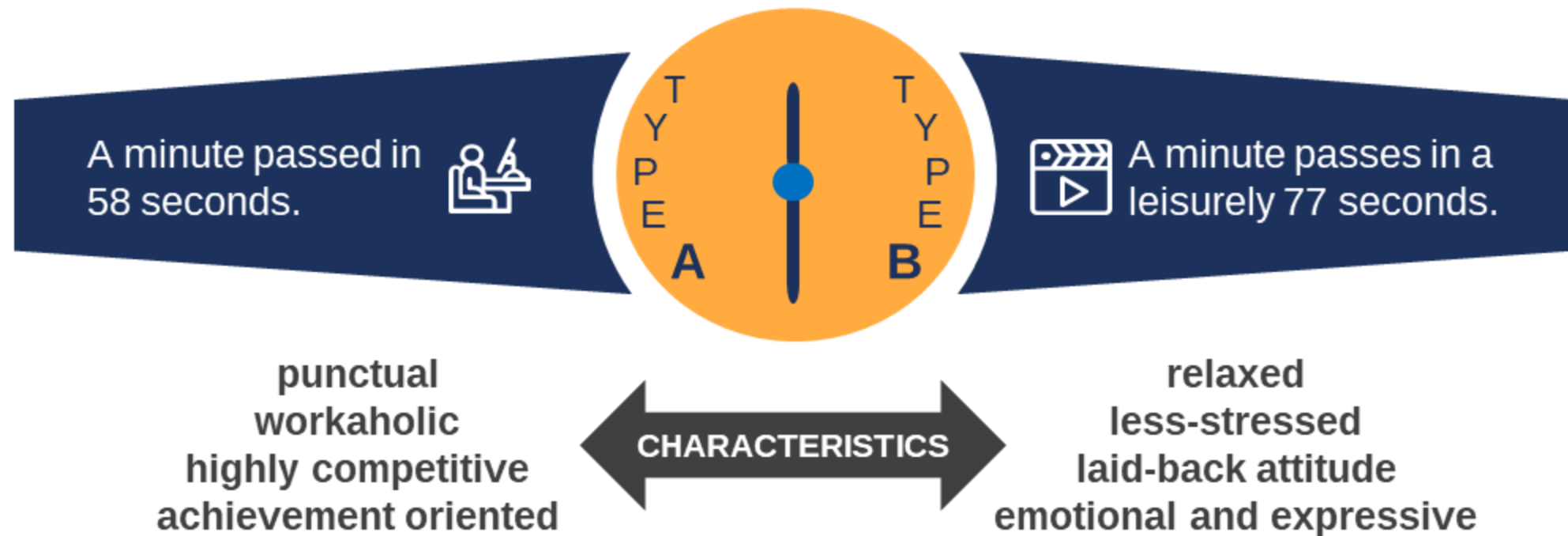


∴ You can refer to the following key expressions:

- I'm sorry but I'm running late...
- I'm afraid I won't be able to make it..
- I'm on my way but + reason...
- So sorry for being late + reason...
- My apologies for arriving/ being late + reason.

## ∴ Personality Types (2001, Jeff Conte-The Wall Street Journal)

According to Conte, Type A and B people feel time pass differently.



*Which personality type are you?*



# Overview

## Keywords and expressions:

*traffic jam/ stuck in/ expect*

- I'm sorry but I'm running late...
- I'm afraid I won't be able to make it...
- I'm on my way but + reason...
- So sorry for being late + reason...
- My apologies for arriving/ being late + reason.

