



NEW BUSINESS ENGLISH 4

Unit 5 Lesson 4
Behind Schedule



Review

You have an upcoming meeting with a client but the weather is terrible and the roads from your house are flooded. Call your client.

Requirements:

- *Explain the situation to your client.*
- *Reschedule the meeting.*



LEARNING GOALS

- ◆ Informing You Are Behind Schedule
- ◆ Extending a Deadline



Situational Dialogue

- ▶ Kenzo and his client are talking about their new deadline.

Kenzo Hara



Client






I'm sorry that I'm falling behind schedule. I need more time for the final draft.

Can you send me the final draft by Friday, then?





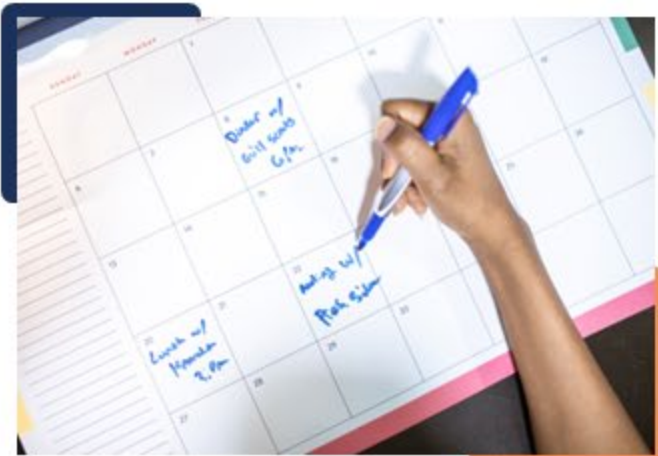
Yes. I will try my best to
meet the deadline.

I'm looking forward
to the draft.



Key Vocabulary

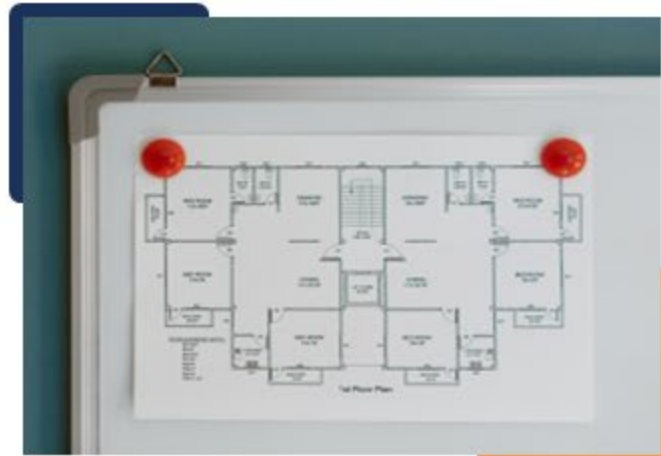
Learn the new words and answer the questions.



schedule

(n.) a list of planned activities or things to be done at a particular time

e.g. I have to make a **schedule** for my assigned tasks.



draft

(n.) a piece of text or drawing containing the suggestions but not the final form

e.g. The final **draft** of the office is posted on whiteboard.



deadline

(n.) a time or day by which something must be done

e.g. The **deadline** of the project is on the 30th of April.

Dialogue Review

Have a role play and answer the questions.



Kenzo and his client are talking about their new deadline.

Kenzo: I'm sorry that I'm falling behind **schedule**.

I need more time for the final **draft**.

Client: Can you send me the final draft by Friday, then?

Kenzo: Yes, I will try my best to meet the **deadline**.

Client: I'm looking forward to the draft.

Let's check the learning goals!



Kenzo and his client are talking about their new deadline.



1. Informing you are behind schedule

Kenzo: ***I'm sorry that I'm falling behind schedule.***

I need more time for the final draft.



2. Extending a Deadline

Client: ***Can you send me the final draft by Friday, then?***

Kenzo: Yes, I will try my best to meet the deadline.

Client: I'm looking forward to the draft.

Learning Goals

Learn the key expressions and sentence structures.

∴ Informing You Are Behind Schedule

- I'm sorry that I'm falling behind schedule.
- I'm writing/ calling to inform you that the *(project/task name)* is falling behind schedule.

fall behind / delay / late

- **fall behind**
to make less progress
- **late**
taking place after the expected time
- **delay**
to make something happen at a later time

Example sentences:

- I'm writing to inform you that the JBC project is falling behind schedule.
- I'm calling to inform you that the report is falling behind schedule.



How do you inform your client that you're falling behind schedule?

Learning Goals

Learn the key expressions and sentence structures.

∴ Extending a Deadline

- **Can/ Could you send me the + (noun) by/ on/ at (date/ time/ day), then?**

Example sentences:

- Could you send me the final draft by Monday, then?
- Can you send me the project proposal at 5pm today?
- Could you send me the report on the 15th of May by 5 pm?

When do we use “by”?

by + place

- The house is by a river.

by + transport

- I go to work by car.

by + payment

- Can I pay by credit card?

by + communication

- Please confirm the order by email.



How do you set a new deadline for your client?

Semi-open Dialogue

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

Scenario: You are calling your client to inform her that her product's draft design is falling behind schedule due to some unexpected circumstances.



∴ You can refer to the following key expression:

- I'm sorry that I'm falling behind schedule.
- I'm writing/ calling to inform you that (project name) is falling behind schedule.

⋮ 5-Minute Rule – The Procrastination Cure

If you don't want to do something, make a deal with yourself to do at least five minutes of it. After five minutes, you'll end up doing the whole thing.



Kevin Systrom
Instagram Founder and CEO

Here's what you should do:

1. Set a timer on your phone or laptop for five minutes.
2. When the timer starts, you start working.
3. When the timer goes off, see how you feel.

**Over 1000 adults, over 70% procrastinate work, and 40% put off work almost every day.*



Overview

Keywords and expressions:

schedule/ draft/ deadline

I'm sorry that I'm falling behind schedule.

I'm writing/ calling/ to inform you that (project name)
is falling behind schedule.

Can/ Could you send me the + (noun) by/ on/ at
(date/ time/ day), then?

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