

## Lesson 32: Offering Help at Work

By Xandra

### 1. Dialogue

*First, repeat after your tutor. Then, practice each role.*

Hanako and John work for Mr. Tanaka. John is in the middle of finishing a report, and Hanako is offering to help him with it.

Hanako: Hi, John. I haven't seen you in a while. You seem very busy.

John: Yes. I was assigned to do an analysis of the European market.

Hanako: That's a big task. Mr. Tanaka must trust you a lot.

John: Thank you for saying that. It's a lot of work, though. I'm **having** some **trouble sorting** through the archives.

Hanako: Do you need any help?

John: As a matter of fact, I do. But aren't you busy too?

Hanako: I can put off my work for a day. How can I help?

John: That's so nice of you, Hanako. We can begin by collecting data from last year's projects.

### 2. Today's Phrase

*First, repeat after your tutor. Then, make a few sentences using Today's phrase.*

1. Jack is **having trouble dealing** with the Chinese customers.
2. The mechanic is **having trouble fixing** my car.
3. When I first moved to America, I **had trouble adjusting** to the weather.

\* **have trouble doing ~ / ~するのに苦労する**

### 3. Your Task

*Your colleague has a business presentation and he's been busy all week preparing for it. Ask him what kind of help you can offer. He'll say that he'd like you to check his presentation. Politely tell him that you're in the middle of something now, but you can check it later. You should set a time and promise to see him later.*

### 4. Let's Talk

*What are the good things about helping colleagues?*

*Have you ever refused to help a colleague? Tell your tutor about it.*

*Who is the most helpful colleague in your office? Tell your tutor about him/her.*

### 5. Today's photo

*Describe the photo in your words as precisely as possible.*



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