

Lesson 32: Offering Help at Work

By Xandra

1. Dialogue

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

Mr. Watson has asked John to do a very long presentation. Hanako wants to help John finish the job.

Hanako: Hi, John! Are you okay? You look tired.

John: I've been working day and night to finish a PowerPoint presentation for Mr. Watson. He needs it by tomorrow.

Hanako: Do you still have a lot to do?

John: Yes. I still have to complete 68 slides. I guess I'll be working overtime again.

Hanako: I'm pretty familiar with Mr. Watson's project. If you need anything, feel free to ask.

John: Really? Isn't there a deadline that you need to meet?

Hanako: I just need to **wrap up** a report, and then I'm free.

John: I'd be very grateful for any help you can offer.

Hanako: Why don't I meet you in your office at 3:00PM? I'll help you finish the slides.

John: Thank you so much, Hanako! You're heaven-sent.

2. Today's Phrase

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

1. A: How's your project going?

B: I just need to **wrap it up** today.

2. Before we **wrap up** the meeting, let's go over the project developments really quickly.

3. As soon as I **wrap up** this business deal, I'm going on a week-long vacation in Hawaii.

* **wrap up** ~ / ~を終える、仕上げる

3. Your Task

Your colleague (=your tutor) is meeting some business associates from Japan. He/she is worried about meeting the Japanese businessmen because he/she wants to make a good impression. Help your colleague by offering some advice. Give him/her some tips on how to effectively communicate with Japanese businessmen.

4. Let's Talk

What kind of help do you usually offer to your colleagues?

How do you tell your colleague that you can't help him/her?

Would you put off your office tasks just so you could help a colleague? Why or why not?

5. Today's photo

Describe the photo in your words as precisely as possible.



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