Narrator: Mary’s come to the UK to study Business at the University of Studies, she’s learning student life but she hasn't learnt much about business yet. However she’s going to her second lecture, so all that might change.

Professor: So business is really the life blood of the economy, and we can read more about that in my book. Anyway, the subject of your assignment…

Mary: What's an assignment?

Daniel: It's a piece of work, like an easy. You have to do as a part of you studies. I love assignment, I am really very good at them.

Professor: Daniel, can you pay attention please? This is very important, your assignment can be quite short or very long and it's about business and what-not. Type it out and send it to me, easy really.

Narrator: Oh, dear, it's easier said than done. He’s not very clear about what he wants. Are you confused Mary?

Mary: I’m a bit. Quite short, very long, business or what-not, what exactly does he want?

Narrator: It's time to ask for clarification. You need to ask him how many words he wants and how it should be presented. How he wants it delivered and the most important when’s the deadline ? Get those details right and you're on you way to preparing your first assignment.

Mary: Right, got it, clarification. Errr, Professor. I need some details before I begin my assignment please. I really need to know the theme of the assignment.

Daniel: Duh, obviously. It's about techniques for good business, isn't it?

Professor: No, I think the question is “Why is business the life blood of the economy”. So just write something about that.

Mary: Yes, but how many words do you want? How would like it presented, text, photos, graphs?

Professor: Yes, Mary, all that kind of stuff. And hmmm, I’m easy, shall we say 2000 words? We can meet later if you need more help.

Mary: It's OK. Just let me know how we should deliver it to you when it's finished.

Professor: You can drop it round to my house if you like

Daniel: Really, what's your address?

Professor: One second thought, just email it to me. My email address is on the board.

Mary: But how long have we got, I mean, when is the deadline for the completing our assignment?

Professor: Errr, how about midnight, two weeks tomorrow. Must dash, I’ve got a meeting.

Narrator: Good work Mary. Hopefully you're much clearer about what's expected from you for your first assignment. You effortlessly managed to ask for some specific information by using these phrases. So now there’s some real work to be done. Who’s going to get started first? I think we know who.

Daniel: The assignment shoule be a cinch, you know, easy.

Mary: Time to head to the library then.

Daniel: Really, already, I am wondering if you'd like to go for a coffer, get to know each other, that kind of stuff?

Mary: That’s a good idea. Oh, Professor, hello, Sharon.

Sharon: Hello, sweetheart.

Professor: Sorry about rushing off. I meant to say, I am doing a workshop on study skills in fifteen minutes, in the library, if you're interested?

Mary: Yes, I’ll definitely be there. Are you coming, Daniel?

Daniel: Yes, suppose so, I don't like coffee anyway.