Narrator: The new Business Studies students have been busy working on their first assignment and now the deadline is approaching to hand them in. Will they all complete their work on time? I am sure you have Mary.

Mary: Yes, once I got my lapto problem fixed I saved my work onto that memory stick, No! Daniel has got that memory stick, I must go and find him.

Professor: Hello, Mary. Looking forward to reading the assignment of yours. Don't forget to email me by the end of the day.

Mary: Yes. You’ll get it tonight.

Professor: Good. Don't forget it counts 20 percent of your final exam, See you later.

Mary: Really? Now, where is Daniel when you need him?

Narrator: If you can't find him, you're going to miss the deadline. I suggest you ask for an externsion. An extra period of time to get your work finished. You need to apologize to Sharon and say “I’m having problems meeting the deadline for my assignment” and try to talk her round so that she gives you a bit more time.

Mary: But I’ve done my work.

Narrator: We know that, but you haven't got it to hand in. So make sure you explain everything to Sharon and reassure her you’ll get it sorted, but remember you won't get extensions for any old reasons.

Mary: I’ll go and see her now.

Sharon: Hello, Mary. How are things?

Mary: Good, bad really. I can't find Daniel, he’s got my assignment, it's saved on his memory stick.

Sharon: Left it in his room, did you?

Mary: No, nothing like that. I’ve got to email to Professor today and I can't find it. So I am wondering, I’m having problem meeting the deadline for my assignment, so is it possible to get an extension for my assignment?

Sharon: Hmm, we can't hand out extension willy-hilly.

Mary: I have a very good reason for asking. I mean, it's written, it's just I can't find it. If I could have one more day before I hand it in, I’d be grateful. It won't happen again please.

Sharon: Look, I’m seeing Professor this evening to go over some documents and I could put in a good work for you, that means say you're hard working , normally reliable and you won't do it again. OK?

Mary: You are amazing.

Sharon: Oh, nobody has ever called my that before.

Narrator: Phew, it looks like Mary has managed to sweet talk Sharon into getting a dealine extension, but she have to be polite and humber. All Mary needs to do now is find Daniel and get hold of that memory stick.

Daniel: Oh, Mary, there you are. I’ve been looking all over the place for you.

Mary: Me too, I need that memory stick. It's got my assignment saved on it. I had to go and ask Sharon for extra time to hand it in.

Daniel: Oh, you managed to win her over, did you? Don't worry, I’ve got it here in my pocket. Oh, no, it's gone, I must have dropped it.w