



Asking Your Co-Worker for Help

Business > Intermediate 6



Exercise 1 – Reading

Read the dialogue aloud with your tutor and check your understanding.

James: Hey, Matt! Do you have some spare time?

Matt: I think so. What's wrong?

James: This monthly report is killing me. I have so much data to analyze and not enough time. Do you think you could help me out with it?

Matt: Sure thing, I could give you a hand. Where do you want me to start?

James: How about the sales report from the new shop?

Matt: Deal!

James: Thanks to you, I think I will be able to hand it in on time. I owe you one.

Matt: No problem. I'm happy to help.



Check your understanding:

1. Why did James ask for help?
2. Is Matt willing to help James?
3. Where does James want Matt to start?



Exercise 2 – Learning

Useful Expressions

- Do you have a spare moment?
- Do you have some free time?
- Could you give me a hand?
- Could you help me out with something?
- Could you do me a favor?
- I could use some help with this.
- Sure thing.
- I could give you a hand with that.
- I'm happy to help.
- I'm glad I could help.



Exercise 3 – Role Play

Take turns with your tutor and act out the scene described below.

Scene: Your boss asks you to update the contents of the company's website, but you are new in the office and you don't know how to do it. You ask your colleague for help. Your teacher will act as your colleague.



Exercise 4 – Discussion

Discuss the following questions with your tutor.

1. Have you ever been in a situation where no one could help you? What did you do then?
2. Has someone you helped ever taken credit for your work?
3. How do you deal with the time pressure/deadlines at work?