



# Asking for Further Instructions

Business > Intermediate 6



## Exercise 1 – Reading

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

**David:** Sir, I'm sorry to interrupt your work, but do you have a minute?

**Mr. Johnson:** What is it?

**David:** I was wondering if we could have a short meeting today. I have started working on my project, and there are a few things I would like to discuss.

**Mr. Johnson:** Can it wait? I am quite busy today.

**David:** I'm afraid it cannot wait, sir. I have to confirm a few important points with you, before I continue. It won't take up too much of your time, I assure you.

**Mr. Johnson:** Okay, I can find a few minutes to spare. Meet me in the conference room in half an hour.



### **Check your understanding:**

1. Why did David go to his boss's office?
2. What did David want to discuss?
3. How did David convince his boss to spare him some time?



## Exercise 2 – Learning

### How to Ask for Further Instructions

**Listen carefully:** Make sure to listen attentively when your boss is explaining a task or project. Take detailed notes of all the specifics mentioned, so that you can refer to them and avoid asking what was already said.

**Ask immediately:** When in doubt over an assignment or faced with a problem, don't ever hesitate to ask for help or clarification. It's better to ask early than to have to start over again.

**Respect your boss's time:** Be mindful of your boss's time and respect their schedule. Always prepare a list of questions or points that you need to discuss.

**Be brief and straightforward:** Ask simple, short and informative questions; this will help you avoid time wasting.



## **Useful Expressions**

- Do you have a minute?
- Would you mind sparing several minutes of your time?
- I was wondering if we could have a short meeting.
- There are a few things I would like to ask you.
- I would like to check on a few small details...
- I would like to talk through this matter...
- It won't take up too much of your time.



## Exercise 3 – Role Play

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

**Scene:** You are about to start your project and you need to discuss a few points with your boss. Convince your boss, Mr. Smith, to have a meeting with you. The teacher can be Mr. Smith.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. Do you often ask your superior for instructions?
2. Is it easier for you to ask your boss or your colleagues for help? Why?
3. Does your manner of speech change when you ask your colleagues, compared to when you ask your boss?