

SPEAKING

CANDIDATE'S CUE CARD

Task 2

ASKING FOR AN EXTENSION

You have to give in a piece of work to your lecturer next Wednesday. You need two more weeks to prepare the assignment because you have had difficulty obtaining the reference books. Your examiner is your lecturer. Find out if you can have an extension.

Ask the examiner about:

- regulations regarding late work
- possibility of having more time
- different sources for books/information
- assistance with writing for overseas students

INTERVIEWER'S NOTES

ASKING FOR AN EXTENSION

The student is seeking extra time for an assignment.

- The student may need to write a letter.
- The student has had plenty of time to prepare the work and should not really need two more weeks.
- Provide some idea about where he/she may get hold of the books.
- Offer advice about the "Learning Assistance Centre" on the campus which helps students with essay writing.

After some resistance, agree to an extension of one week.