

Asking for Help

At work, it is always good to ask if you don't understand something. Don't say "yes" or "OK" if you don't understand!

If you don't understand what a person says to you, you can say...

- I'm sorry, I don't understand. Can you repeat that?
- Can you say that again please?
- Could you repeat that slowly please?
- I'm sorry. What was that?
- What does _____ mean?

Read the dialog.

Luis: Hey Maria. We're really short people tonight and we're going to need you to work a bit of overtime.

Maria: I'm sorry, what was that?

Luis: We're short people on third shift tonight.

Maria: What does "we're short people" mean?

Luis: Oh, it means that we don't have enough workers for the third shift. Can you work late tonight?

Maria: Oh, sure. What time do you think I will be able to leave?

Luis: Probably around midnight.

Maria: What time?

Luis: Probably at 12:00.

Maria: Ok, sounds good.

Luis: Thanks, Maria.



If you need help doing something, you can say...

- I'm sorry, but I don't know how to...
- Can you please show me how to...?
- Can you please help me?

Read these dialogs (conversations).

Amir: Hey Lidia, how are you doing?

Lidia: Ok, but this box is very heavy. Can you please help me lift it?

Amir: Sure. Where should I put it?

Lidia: On the table. Thanks, Amir!

Amir: No problem.



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**Julia:** Hey Rosaura. What's wrong?



**Rosaura:** My supervisor gave me this note, but I can't read it. Can you help me please?

**Julia:** Sure, let me see it. Oh, it says that you need to fix the washing machine before you start work.

**Rosaura:** I'm sorry, but I don't remember how to fix the washing machine. Can you show me how?

**Julia:** Sure, let's go and I'll show you.



Look at the following pictures. Write a dialog for each picture.



Adelina: \_\_\_\_\_

Imelda: \_\_\_\_\_

Adelina: \_\_\_\_\_

Imelda: \_\_\_\_\_

Adelina: \_\_\_\_\_

Imelda: \_\_\_\_\_

~~~~~



Myriam: _____

Antonio: _____

Myriam: _____

Antonio: _____

Myriam: _____

Antonio: _____

~~~~~



Ismael: \_\_\_\_\_

Benjamin: \_\_\_\_\_

Ismael: \_\_\_\_\_

Benjamin: \_\_\_\_\_

Ismael: \_\_\_\_\_

Benjamin: \_\_\_\_\_

