

Course: Business English

Level 3

Day №7

UNIT 4 - WORKING WITH OTHERS

4.1 Asking for permission/making requests



- *How easy is it to ask your boss for a vacation/day off?*
- *Do you feel comfortable or uncomfortable?*

Language Focus

Put the two dialogs in the correct order.

____ *At 9:15. I can work later in the evening, if that's OK.*
 ____ *What's up?*
 ____ *I need to take my daughter to school in the mornings for a couple of weeks.*
 ____ *I see.*
 ____ *That could be a problem. What time will you come in?*
 ____ *OK. I'll try.*
 ____ *John, I've got a bit of a problem.*
 ____ *I'm sorry, Ken. The problem is the regular meetings that often start at 9:00. Can you find another solution?*
 ____ *And, I was wondering If I could come in a bit later than usual.*

____ *Sure*
 ____ *About 4:45*
 ____ *Fine. No problem.*
 ____ *I guess so. Anything wrong?*
 ____ *Sorry, Do you have a minute?*
 ____ *No, I have a dentist appointment.*
 ____ *That's all.*
 ____ *OK. What time do you need to leave?*
 ____ *Could I leave a bit early today?*

Asking for permission

Look at situations 1-3. Which of the phrases below would you use with your boss in each situation?

1. You want to open the window.
2. You want next week off.
3. You want to take a two-hour lunch break to go to the dentist.

More direct



Less direct

Can I...? / Could I ...?

Is it ok if I ...? / Do you mind if I ...?

Would it be all right if I ...? / I was wondering if I ...?

Match each of the responses a-c to one of the situations 1-3.

- a. Sure. Just make sure the others know you'll be back late.
- b. I'd rather you didn't. It's a bit noisy outside.
- c. Sorry. I need a bit more notice than this. Why do you need it?

Getting Permission

Which of these things do you need permission for?



going home
early



Using the office
phone for personal
calls



taking the day
off



eating lunch in
the office



chatting with
colleagues

Make a list of other things you need permission for at work. How are you going to ask for permission? Let's practice.

**Can you give some acceptable requests to ask from your boss?
What about unacceptable requests?**



Read and identify the requests in the following dialogues



1.

Employee: Excuse me Mike. Do you mind if I leave a little early tonight? It's my daughter's birthday.

Boss: No problem.

2.

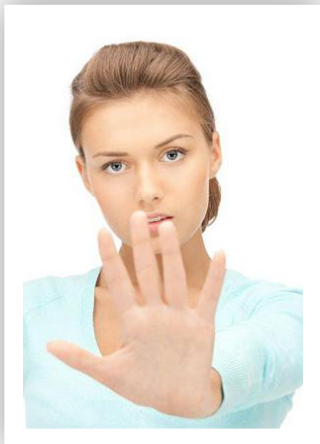
Employee: I have to go to the dentist and she's only available this afternoon. Could I take a couple of hours off?

Boss: Well, If it's important, I guess so.

3.

Employee: Can I turn on the air conditioner?

Boss: I'd rather you didn't. I have a cold.



- Check the requests they get permission for.
- Cross the requests they don't get permission for. Why don't they get permission?

Read and identify the requests in the following dialogues



4.

Employee: Is it OK if I work at home tomorrow? I've got the annual report to write and I can concentrate better at home.

Boss: Sorry, John but I'm not here tomorrow so I'd like you to be here if it's OK.

Employee: Sure.

5.

Employee: Is it OK if I make a personal phone call from the office?

Boss: Sure. Just make it local and that you don't do it too often.

Employee: Thanks.

- Check the requests they get permission for.
- Cross the requests they don't get permission for. Why don't they get permission?

***Thank you for
today!***

***I'm looking forward to
seeing you again!***