

## This week...

Emiko is going to start to work from home. She is talking to Chris about how to communicate and do her work effectively while she is working remotely.

## Lesson Objectives...

- Working from home
- Ways to communicate when working remotely

## Business English Conversation

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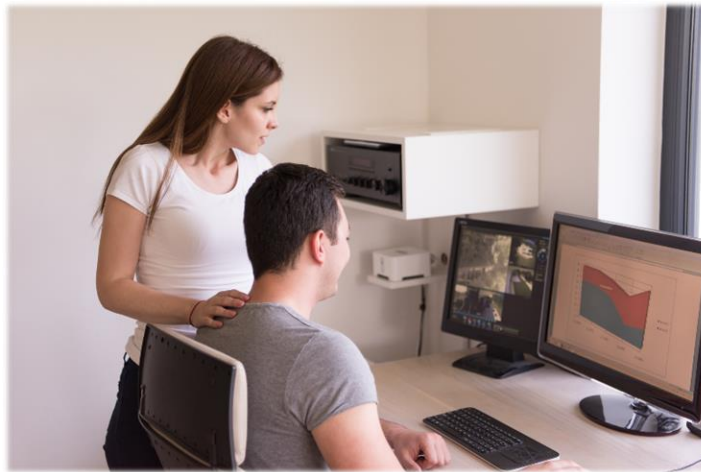
## Basic Class



Do you sometimes work from home?

# Picture Description

Who is she talking to  
and what are they  
talking about?



What kind of work is he doing from home?

\*Create a short story  
using the following format

1. Who
2. Where
3. When
4. What's happening?

\*Create simple sentences using the vocabulary

1. recognize
2. complete
3. communicate
4. at least

When do you think you will be able to **complete** the report?



1. **It is important to** finish your work on time.
2. **I'm worried that** I won't be able to finish the work by Friday.
3. **It is a good idea to** make a to-do-list.
4. **You should visit the office** on Fridays.

- Words
- Phrases

<b>Emiko</b>	Could you give me some advice about working from home?
<b>Chris</b>	Sure, Emiko. Firstly, <b>it is important to recognize</b> what needs to get done every day and make sure to do it.
<b>Emiko</b>	I understand. <b>I'm worried that</b> I might get distracted.
<b>Chris</b>	If you make a plan on how to <b>complete</b> the list of daily tasks, you should be able to get things done by the end of the day.
<b>Emiko</b>	What is the best way to <b>communicate</b> with my co-workers?
<b>Chris</b>	<b>It is a good idea to</b> get in contact with them every day via telephone, email, message or voice chat.
<b>Emiko</b>	I will make sure to do that.
<b>Chris</b>	Also, <b>you should visit the office at least</b> once a month.
<b>Emiko</b>	Thanks for your advice, Chris.

1. It is important to .....
2. I'm worried that .....
3. It is a good idea to .....
4. You should visit the office .....

# Correct Responses - Articles

1. A: I'm worried I won't be able to finish my projects on time.  
B: I suggest you make .... daily plan.

a / an / no article

2. A: How should I communicate with my co-workers?  
B: It's .... good idea to call them or email them at least once a day.

no article / the / a

3. A: Have you ever worked from home before?  
B: Not yet. This will be .... my first time.

a / no article / the

4. A: What is the best way to contact you if I have a problem?  
B: You can call me or if it is not urgent, send .... email.

a / the / an

5. A: Which day should I visit .... office every week?  
B: Please come every week on Fridays.

no article / the / a

6. A: Thanks for your advice. I really appreciate it.  
B: No problem. Give me .... call if you have any problems.

an / no article / a



# Role Play – Working from Home

**Student A** is about to start working from home on a regular basis. He/she is talking to **Student B** about the best ways to communicate and how to stay focused.



**Student A:** Could you give me some advice about working from home?

**Student B:** Firstly, it is important to recognize what needs to get done every day and make sure to do it.

## Key Phrases

- I'm worried I might get distracted.
- What is the best way to communicate with my co-workers?
- I will make sure to do that.
- Thanks for your advice.
- It's a good idea to ....
- Also, you should ....
- If possible try to ....
- *Other*

## Communication

- email
- telephone
- voice chat
- messages
- *other*

## Staying Focused

- make a daily plan
- get in contact with co-workers on a daily basis
- visit the office at least once a month
- *other*

- Which do you prefer, working at an office or working from home? Why?
- Do you think it would be hard to stay motivated working from home?

- advice - *Could I please ask you for some **advice**?*
- at least - *Please come to the office **at least** once a week.*
- communicate - *You need to **communicate** better.*
- contact - *I will **contact** her about the meeting later.*
- daily - *I am going to make a **daily** schedule.*
- distracted - *She gets **distracted** easily.*
- recognize - *We need to **recognize** the problem.*
- worried - *I'm **worried** that I won't meet the deadline.*