



This week...

Mark and Haya have been given a lot of tasks to complete from their boss. They are discussing how to prioritize the tasks.

Lesson Objectives...

- Prioritizing tasks
- Coming to an agreement with your co-worker

Business English Conversation

Advanced Class



Are you good at prioritizing your daily tasks?

Picture Description

What is he trying to explain to his co-worker?



B



A



What are they discussing?

Mark	We have so many tasks to complete by the end of the week. It's going to be hard to get them all done.
Haya	We need to prioritize the tasks and list them in order of importance and urgency.
Mark	I see. We should see if we have any tasks that need immediate attention and do them first.
Haya	Good idea. We should also make a to-do list with the most important tasks at the top, and the least important tasks at the bottom.
Mark	I am feeling a little overwhelmed at the moment . We have too much work to do.
Haya	Prioritizing our projects will help us manage our workload and hit deadlines.
Mark	OK. I will do whatever I can to make sure we get everything completed on time.
Haya	We've got lots of work to do. I'll start writing a to-do list.

I am feeling a little stressed at the moment.

1. We have so many tasks to complete by
2. I am feeling a little at the moment.
3. Prioritizing our projects will help us
4. I will do whatever I can to make sure we



Role Play – Priorities

Student A and Student B have been given a list of tasks to complete by the end of the week from their boss. They are prioritizing each of the tasks.



Student A: Tell **Student B** that you have been given a lot of tasks to complete by the end of the week.

Student B: Tell **Student A** that you need to prioritize the tasks.

Key Phrases

- We have been given so many tasks to complete by the end of the week.
- I am feeling a little overwhelmed at the moment.
- I think we should do first followed by
- We need to prioritize the tasks and list them in order of importance.
- Which task do you think is the most important?
- *Other*

Tasks

- 1) email clients
- 2) clean up the office
- 3) book accommodation for business trip next month
- 4) analyze sales data for last month
- 5) think of ideas for a marketing campaign
- 6) meet with important client



1. It is not necessary to make a to-do list every day.
2. Prioritizing your weekly tasks reduces stress.
3. Deadlines should always be met.

- Do you make a daily/weekly to-do list?
- Do you use any software programs for task management?
- Do you consider yourself to be well-organized?

- complete - *When do you think you can **complete** the task?*
- deadline - *I have to meet the Friday **deadline**.*
- immediate - *I can't give you an **immediate** answer.*
- manage - *We need to **manage** our weekly tasks better.*
- overwhelmed - *I am feeling quite **overwhelmed**.*
- prioritize - *We need to **prioritize** our daily tasks.*
- urgency - *You are showing a lack of **urgency**.*
- workload - *My **workload** has increased recently.*