



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

Basic Class

Warm Up – Topic Question



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?

*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. attention
2. important
3. project
4. manage
5. workload

My **workload** is very heavy at the moment. Can you please do some of my tasks?



1. **We have so many tasks to complete by** the end of the day.
2. **I am feeling a little tired at the moment.**
3. **Prioritizing our projects will help us** reduce stress.
4. **I will work hard to make sure we** don't miss the deadline.

- Words
- Phrases

Mark	We have so many tasks to complete by the end of the week.
Haya	We need to prioritize the tasks and list them in order of importance.
Mark	I see. We should see if we have any tasks that need immediate attention and do them first.
Haya	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 stressed 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 work hard 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.

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 work hard to make sure we

Correct Responses - Prepositions

1. A: We have so many tasks to complete next week.
B: Yes. We are going to be very busy.

at / on / by

2. A: I am feeling a little stressed the moment.
B: Why don't you take a break and go for a walk?

from / on / at

3. A: We have been given a lot of tasks complete today.
B: I'm not sure we can finish on time.

at / for / to

4. A: Which task do you think we should finish first?
B: I think we should meet our manager first.

at / to / with

5. A: Do you know where the to-do list is?
B: I think I saw it your desk this morning.

for / on / at

6. A: Could you please give this Peter?
B: Sure. I will give it to him this afternoon.

to / for / at

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: We have so many tasks to complete by the end of the week.

Student B: We need to prioritize the tasks and list them in order of importance.

* Continue the conversation using the **Key Phrases** and **Tasks** from below.

Key Phrases

- We should make a to-do list.
- I am feeling a little stressed at the moment.
- I think we should do first followed by
- Let's put the most important tasks at the top, and the least important at the bottom.
- 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) meet with important client

- Do you make a daily/weekly to-do list?
- Do you use any software programs for task management?
- Do you always finish your tasks on time?

- attention - Please pay **attention** to the speech.
- 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.
- important - It is **important** we finish our tasks on time.
- manage - We need to **manage** our weekly tasks better.
- prioritize - We need to **prioritize** our daily tasks.
- projects - We have many **projects** to do by Friday.
- workload - My **workload** has increased recently.