Priorities





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

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Warm Up – Topic Question





Are you good at prioritizing your daily tasks?

Basic Class

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Picture Description



What is he trying to explain to his coworker?





What are they discussing?

*Create a short story using the following format

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

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Words

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

*Create simple sentences using the vocabulary

- 1. attention
- 2. important
- 3. project
- 4. manage

5. workload





- 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

Priorities	Basic Class Meetings 6	
Haya	We've got lots of work to do. I'll start writing a to-do list.	
Mark	OK. I will work hard to make sure we get everything completed on time.	
Haya	Prioritizing our projects will help us manage our workload and hit deadlines.	
Mark	I am feeling a little stressed at the moment. We have too much work to do.	
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 see. We should see if we have any tasks that need immediate attention and do them first.	
Haya	We need to prioritize the tasks and list them in order of importance.	
Mark	We have so many tasks to complete by the end of the week.	

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- 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



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

at / on / by

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

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

for / on / at

- 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

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

at / to / with

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

to / for / at

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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

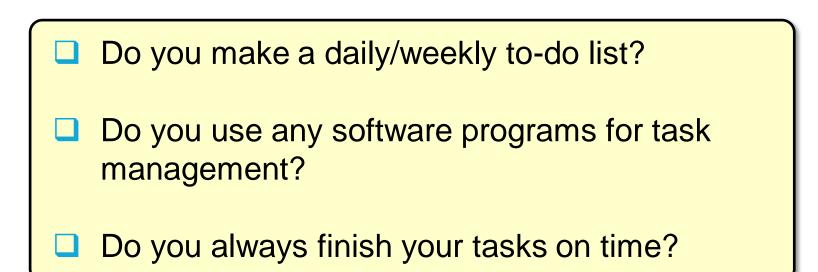
- We should make a to-do list.
- I am feeling a little stressed at the moment.
- I think we should do first followed by
- Let's put the most important tasks at the top, and the least important at the bottom.
- Which task do you think is the most important?
- Other

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







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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 <mark>immediate</mark> 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.