



## 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

## Super 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



Mark	We have been given so many tasks to complete by the end of the week. I think we will have trouble getting them all done.
Haya	We need to prioritize the tasks and <b>list them in order of importance</b> and urgency.
Mark	I see. We should see if we have any tasks that <b>need immediate attention</b> and get on to 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	<b>I am feeling a little overwhelmed</b> at the moment. It seems we have too much to do in a short amount of time.
Haya	It should be fine. 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	<b>We've got a ton of work to do.</b> I'll get started on writing up a to-do list.

## 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.

### 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



Talk about one of the following topics for one minute:

1. The importance of prioritizing
2. The benefits of making a to-do list
3. Meeting deadlines

\*Other students in the class, ask one question each to the presenter after the speech

- 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?

I need to **put my nose to the grindstone** if I am going to finish the project on time.



**go through with (something)** – to do something as planned or as agreed, to finish something

- We will **go through with** our plans to build the new product.

**put one's nose to the grindstone** – to work diligently and hard

- I **put my nose to the grindstone** and finished the job before the weekend.

**in the works** – to be in the process of being planned or developed

- We have a lot of projects **in the works**.