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

Super Class

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Warm Up – Topic Question





Are you good at prioritizing your daily tasks?

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Meetings 2

Picture Description



What is he trying to explain to his coworker?





Priorities

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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.
Науа	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 get on to them first.
Науа	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. It seems we have too much to do in a short amount of time.
Науа	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	We've got a ton of work to do. I'll get started on writing up a to-do list.
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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.

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

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





Talk about one of the following topics for one minute:

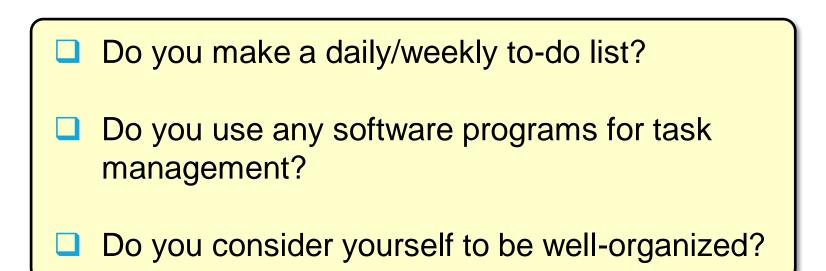
- 1. The importance of prioritizing
- 2. The benefits of making a to-do list
- 3. Meeting deadlines

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

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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.