



This week...

A contract with a new client means that Fiona has to ask Chris to do some overtime to help the company. Chris asks about the details.

Lesson Objectives...

- Discussing overtime
- Talking about working hours

Business English Conversation

Advanced Class

Warm Up – Topic Question



When was the last time you had to work overtime?

Picture Description

What are they all looking at on their laptops?



B



A



What are they working on?

Fiona	Hey, Chris. Could I have a word?
Chris	Of course, Fiona. How can I help you?
Fiona	We've just signed with a new client, doubling our monthly orders. We intend to hire new staff eventually, but, for now we need our best employees to do a bit of overtime to cope with the extra workload.
Chris	That sounds like a big deal for the company. I am busy at home over the next few weeks, but I could work a few extra hours.
Fiona	Thanks. How many additional hours would you be able to work?
Chris	I can come to work half an hour early and stay on for two hours at the end of the day.
Fiona	That's perfect. Thanks again. I know I can rely on you.
Chris	Anytime. Happy to help.

For now we need you to
come in every morning at
6 am.

1. We intend to
2. For now we need
3. That sounds like a big deal for
4. I can come to work



Role Play – Overtime

Student A asks Student B to do some overtime to help with an important task that must be done soon. Student B asks for more details about the overtime.



Student A: Ask Student B if they can work overtime.

Student B: Ask Student A what the task is and for more details.

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

Key Phrases

- Would you mind working overtime?
- We'll need to stay late every day this week.
- You will/will not get paid for this.
- What do you need me to work on?
- How much overtime do you need me to do?
- Is anyone else staying late to help?
- Will I get paid for this overtime?
- *Other*

Tasks

- process sales data
- complete paperwork for new contract
- type up customer feedback forms
- finish presentation slides for upcoming meeting
- *other*

Agree or Disagree



1. No employee should feel obliged to work overtime.
2. Overtime should always be paid.
3. Working too many hours a day or week is harmful to our health.

- Should employees be expected to do overtime?
- Why is overtime necessary?
- Should companies limit overtime to avoid causing stress?

- additional - *You will have to work an **additional** two hours.*
- anytime - ***Anytime** you need help, just ask me.*
- client - *The **client** is really pleased with your work.*
- cope with - *Can you **cope with** another assignment?*
- extra - *It will mean staying an **extra** hour today.*
- overtime - *If we don't do **overtime**, we will fall behind.*
- stay - *I'll **stay** if it means we can finish the project.*