## **Overtime**





#### 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**

**Basic Class** 

## Warm Up - Topic Question





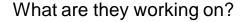
When was the last time you had to work overtime?

### **Picture Description**



What are they all looking at on their laptops?







\*Create a short story using the following format

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

#### Words



\*Create simple sentences using the vocabulary

1. client

2. overtime

3. extra

4. stay

I need you to do a couple hours of **overtime** this evening.



#### **Phrases**



- 1. We've recently signed a contract with a new supplier.
- 2. We are asking our best staff to help.
- 3. That sounds like a rewarding challenge.
- I can come to work on Saturday, if you need me to.



Fiona That's great. Thanks again.

**Chris** Anytime. Happy to help.



- Words
- Phrases

Fiona	Hey, Chris. Do you have a moment?
Chris	Sure, Fiona. How can I help?
Fiona	We've recently signed a contract with a new client and our monthly orders have doubled. We are asking our best staff to do some overtime.
Chris	That sounds like a big deal for the company. I could work a few extra hours.
Fiona	Thank you. How many additional hours can you work?
Chris	I can come to work half an hour early and stay on for two hours at the end of the day.

Overtime

Basic Class

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Meetings

### **Sentence Building**



- 1. We've recently signed a contract with .....
- 2. We are asking our best staff to ......
- 3. That sounds like ......
- 4. I can come to work ......

### **Responses - Prepositions**

\*please select the most appropriate **ZEnglish** response for each item below:



Meetings

A: Can you stay late this evening? B: I can stay .... a few extra hours.

on / for / to



A: Will I be paid for doing overtime?

B: We'll find the money .... the budget somewhere to pay you.

in / with / about

A: How are you getting ....?

B: I'm a bit tired but I've almost finished. Thanks for asking.

at / to / on



A: We need to talk .... my hours.

B: Sure. Meet me at 10 am to talk about them.

about / with / to



**Overtime** 

A: Is the whole team staying late today?

B: Everyone except .... Fiona.

for / at / in



A: I've worked 80 hours this week.

B: Wow. I'm impressed .... your effort!

in / on / with

#### **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: Can you work some overtime this week?

Student B: Sure. What do I need to do?

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

#### **Key Phrases**

- I need you to help ....
- We'll need to stay late every day this week.
- You will/will not get paid for this.
- 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
- finish paperwork for new contract
- type up customer feedback forms
- finish presentation slides for upcoming meeting
- other

### **Discussion**



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- Why is overtime necessary?
- Should companies limit overtime to avoid causing stress?

#### **Word Index**



additional - You will have to work an additional two hours.

anytime - I am happy to help anytime.

client - The client is really happy with our products.

extra - It will mean staying an extra hour today.

necessary - I'll come to work on Saturday if necessary.

overtime - If we don't do overtime, we will fall behind.

stay - I can stay until about 8 pm.