



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?



B



A

What are they working on?

*Create a short story using the following format

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

*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.



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.
4. **I can come to work** on Saturday, if you need me to.

- 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.

Fiona That's great. Thanks again.

Chris Anytime. Happy to help.

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 response for each item below:

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

on / for / to

2. A: Will I be paid for doing overtime?
B: We'll find the money the budget somewhere to pay you.

in / with / about

3. A: How are you getting ?
B: I'm a bit tired but I've almost finished. Thanks for asking.

at / to / on

4. A: We need to talk my hours.
B: Sure. Meet me at 10 am to talk about them.

about / with / to

5. A: Is the whole team staying late today?
B: Everyone except Fiona.

for / at / in

6. A: I've worked 80 hours this week.
B: Wow. I'm impressed your effort!

in / on / with

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*

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

- 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.*