



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

Super 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



Fiona	Hey, Chris. Could I have a moment of your time?
Chris	Absolutely, Fiona. What can I help you with?
Fiona	We've just signed with a new client, doubling our monthly orders. We intend to hire new staff eventually, but, in the interim , 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've got a lot on my plate at home over the next few weeks, but I could shift things around to work a few extra hours.
Fiona	Much appreciated. How many additional hours would you be willing to work?
Chris	I can probably come in half an hour early and stay on for a couple hours at the end of the day.
Fiona	That'll work perfectly. Thanks again. I know I can depend on you .
Chris	My pleasure. Happy to be of service .

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.

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*



Talk about one of the following topics for one minute:

1. The negative effects of overtime on our health.
2. The rewards for doing overtime.
3. A sense of duty to do overtime for your company.

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

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

I am exhausted today. I had to **burn the midnight oil** last night to finish my project on time.



have a lot on your plate – to have a lot of work and responsibilities at the moment

- I've got **a lot on my plate** right now. I'm working overtime every night and I'm preparing for a business trip next week.

time and a half – normal pay plus 50% extra (normally for working overtime)

- You'll be paid **time and a half** for working extra hours this week.

burn the midnight oil – to work late into the night

- I'm so tired today. I was **burning the midnight oil** last night finishing the company's accounts.