

# ASKING FOR HELP

CLB 5

## Steps to Getting Help

1. Think: What is the problem?
2. Think: Who can I ask for help?
3. Get that person's attention.
4. Ask for help.

# QUESTION

**When do you ask for help at work?**

You don't understand instructions.



# You can't finish all your work.

## **SCENARIO (situation):**

You have a very big job and not enough time to finish it. What do you need to do?

you need to talk to your supervisor or ask a co-worker for help.



# Get a Person's Attention

- Excuse me.
- Pardon me.
- Sorry to bother you, but ...
- Hi \_\_\_\_\_, do you have a minute/ second?



## Polite Phrases

- Do you mind... ?

e.g.: Do you mind helping me for a second?

- Would you mind... ?

e.g.: Would you mind giving me a minute?

- Could you please... ?

e.g.: Could you please give me a minute?

(Can you...?)

## Polite Phrases

- Do you mind... ?

e.g.: Do you mind giving me a hand?

- Would you mind... ?

e.g.: Would you mind giving me a hand?

- Could you please... ?

e.g.: Could you please give me a hand?

(Can you...?)

## Polite Phrases

- I am wondering... ?

e.g.: I am wondering if you could help me with something?

- I was hoping...

e.g.: I was hoping you could help me with something... ?

## Make the Request Attention + Polite Question

Excuse me.

Could you please help me?

Where do I put these?



# Example Problems & Questions

- I didn't understand what the boss said.
- Do you know where I should put this?
- I'm not sure how I should clean this?
- Can you remember what order we need to do this in?
- Would you be able to explain what this means, please?
- How do I use this?
- It doesn't say how I should use this.