5.4 WORK SKILLS
Can I ask a favour?

Lesson outcome Learners can ask for a favour, offer help and respond to offers and requests for help.

Lead-in

1 Who can you ask these questions?

a colleague	the IT team	your manager	other

1 Can you look at my computer? I can't send emails. *a colleague, ...*
2 I can't find my copy of the budget report. Do you know where it is?
3 Can you help me finish this report?
4 Can I leave early today? My daughter's not well.
5 Do you know Anna's email address?

2 5.05 **Put the sentences in the correct order. Then listen and check.**

Conversation 1

a OK. Found it. Thanks. ___
b Oh ... it's in the 'product descriptions' folder. ___
c Sorry, Paul, can I ask a favour? _1_
d Sure, Tony. How can I help? ___
e I can't find the presentation we're working on. Where did you save it? ___

Conversation 2

a OK, thanks. ___
b I'm looking for Viktor Dorret's contact details. Do you have them? ___
c Monika, do you have a minute? ___
d Just a minute. Here they are. I'll email them to you. ___
e Yes, sure. How can I help? ___

VIDEO

3A 5.4.1 **Watch the video without sound. Do Martin, Jack and Andrea ask for help or offer help?**

B Watch the video with sound. Choose the correct option.

1 Why does Martin need to leave early?
   a He is not well.
   b He wants to work from home.
   c His daughter is not well.
2 What does Yumiko want to know?
   a If Martin will be at work tomorrow.
   b If Martin can work from home.
   c If Martin finished the report.
3 Why does Jack offer to help Paulo?
   a Paulo can't use the photocopier.
   b Jack wants to use the photocopier.
   c Paulo asks him for help.
4 What does Paulo need help with?
   a Putting paper in the photocopier.
   b Sending a document from his computer.
   c Changing the ink in the photocopier.
5 Why does Andrea need help?
   a She doesn't know how to do the task.
   b Her computer doesn't work.
   c She has problems with her deadline.
6 Why can't Rachel help her?
   a She needs to finish some presentation slides.
   b She needs to finish a report.
   c She has a meeting.

4 Work in pairs. Are these problems common at your workplace or place of study?

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LIVEWORKSHEETS