

Business Basic

Lesson 03: Asking for Directions

Practice 1 | Formal and Informal Expressions

Directions: Listen and repeat.

There are certain phrases used in business conversations.

Check them with your teacher.

Formal	Informal
I would like us to have a short meeting...	How about meeting at...
I would like to check on a few small details...	I have to check a few things...
I would like to talk through this matter...	I want to talk about...
Would you mind sparing me several minutes of your time?	Can I have a minute with you?
I believe you missed one point during the meeting yesterday.	I think you forgot to mention...

Practice 2 | Reading Dialogue

Directions: Read the dialogue aloud with your teacher.

Here are some examples of short dialogues asking for directions. Study them thoroughly.

Example 1

Daniel : Sir, I have started working on my project. I have some things I want to ask you.

Mike : Well, I explained it all yesterday. What is it that's not clear?

Daniel : Nothing, sir. I just want to check a few points with you, if you don't mind.

Mike : Well then, continue. I am glad you are doing everything with such precision.

Example 2

Daniel : Good morning, sir. I would like to have a short meeting to talk about the project that we started yesterday.

Mike : I am quite busy today. What is it? Can it wait?

Daniel : I'm afraid it cannot wait, sir. It will only take several minutes, I assure you.

Mike : Okay, I can find a few minutes to spare. Meet me at 11.15 AM in the conference room.

Questions:

1. What did Daniel want from Mike in *Example 1*?
2. What did he want in *Example 2*?
3. How did Daniel convince Mike to spare him some time?

Practice 3 | Studying the Manual

Directions: Study the manual with your teacher.

How to ask for directions?

- Firstly, you should always speak to your boss in person whenever you have trouble or questions. (It is better *not* to use email, Skype, etc.)
- If you have *any* questions about how to deal with the task you should ask immediately.
- If you have some trouble, never do everything immediately. Divide it into separate parts and discuss them with your boss face to face.
- Be polite and pleasant. Ask simple, short and informative questions so that none of you wastes time.

Practice: Imagine that your boss told you to organize an event for the promotion of your company's new product, but he didn't give you any specific instructions. How would you ask him for directions?

Practice 4 | Situation Questions

Directions: Answer these situation questions.

1. Your coworker asked you for help, he didn't understand completely the directions he got from the boss about his task. What would you advise him to do?
2. You were assigned a task. After a month you have to account for your progress. Your boss says it is not what he/she was expecting you to do. What would you do?

Practice 5 | Conversation Questions

Directions: Please answer these questions.

1. Do you often ask your superior for directions?
2. Do you ask your colleagues for help and directions? Who is easier for you to ask, your boss or your colleagues? Why?
3. Does your manner of speech change when you ask your colleagues, compared to when you ask your boss? If so, in what way?