

Business Conversation 06: Asking Your Co-worker for Help

Practice 1 | Useful Expressions

Directions: Listen and repeat.

- **co-worker, colleague** - a person that someone works with, doing the same kind of job
- **Could you give me a hand?**
- **Could you help me out with something?**
- **Could you do me a favor?**
- **I could use some assistance on something/this.**
- **Do you have a spare moment?**
- **Do you have some spare time?**
- **Do you have some free time?**
- **Sure thing.**
- **No problem.**
- **I could give you a hand with this.**
- **I'm happy to be of help.**
- **I'm glad I could be helpful.**

Practice 2 | Dialogue

Directions: Read the dialogue aloud with your teacher.

Joel is having trouble finishing a monthly report and asks Mike for help.

Joel : Hey Mike!

Mike : Oh, hey Joel! How are you?

Joel : I'm fine thanks. **Do you have some spare time?**

Mike : I think so. What is it?

Joel : This monthly report is killing me. I have so much data to analyze and not enough time. Do you think
you **could help me out with this?**

Mike : **Sure thing, I could give you a hand with it.** I know what a pain making the monthly report can
be.

Joel : Thanks Mike, I owe you one.

Mike : You could buy me lunch and a beer.

Joel : Of course. Lunch and beer it is. Thanks very much for your help.

Mike : **No problem.** That's what co-workers are for!

Check your understanding: Answer the following questions.

1. What did Joel ask Mike to do?
2. Why did Joel ask Mike for help?
3. What did Mike ask in return?

Practice 3 | Role-Play

Directions: Have a role-play with your teacher in the following situation.

Situation

Your boss asks you to do something for him, but you are new at the company and don't know how to do it. You are trying to find someone to help you.

Expressions:

- Could you help me out?
- Do you have a spare moment?
- Can you lend me a hand?
- Could you do me a favor?

Practice 4 | Discussion

Directions: Discuss these topics and exchange thoughts with your teacher.

1. Have you ever asked a co-worker for help before?
2. What is your opinion on asking for help at work?
3. Do you have a positive attitude towards helping your co-workers?
4. Do you think it's important to ask for help when you need it?
5. Would you rather ask a co-worker for help or just try to find a way to do things by yourself?