

CONVERSATION

LINDA: Hi, Nick. You're here late.

NICK: Yeah, it looks like this may be an all-nighter.
I just got a project dumped in my lap.

LINDA: You're kidding! On Friday afternoon?!
What happened?

NICK: Well, the person who was put in charge of
this project went on maternity leave this week
and the person who was supposed to take it over
just resigned.

LINDA: I can't believe that. When is the deadline? I hope you're getting some
extra help.

NICK: The project is due first thing Monday morning. And, with the lay-offs
recently, I think I'm on my own on this one.

LINDA: I finished my project already so I have extra time. **Let me know if you
need help on anything.** I'm pretty familiar with your project so if you
have any questions **feel free to ask** me.

NICK: Thank you. It's so nice of you.

LINDA: I don't have any big plans for tonight. So, I'll tell you what. I'm having
some trouble finishing the budget on my proposal and I know you're
a whiz at numbers. Why don't I stay and help you with your project
for the next few hours and you can give me a hand with my budget next
week.

NICK: **That's really nice of you.** It would be a big relief. I'm feeling pretty
overwhelmed and I know you've done a project like this before. Okay,
you've got a deal!

LINDA: Good! Now, let's see what we've got.



USEFUL EXPRESSIONS

- *Let me know if you need help on anything.
- *Feel free to ask.
- *That's really nice of you.

LET'S TALK

1. Have you tried offering help to your co-workers?
2. How often do you have to stay overnight to work on some important papers at work?
3. Do you usually ask assistance from your co-worker?



ACTIVITY

- @ The deadline of the project is almost near but you haven't finished half of the work yet. Ask help from your colleague.
- @ You are about to go home at the end of the day. You notice your officemate is still busy working on the reports. Offer help to your co-work.