



# NEW BUSINESS ENGLISH 4

**Unit 1 Lesson 6**  
**Accepting Tasks**



# Review

Assume that you are the manager.  
Clarify the rules about taking a sick leave in your company.

## *Requirements:*

- *Clarify the rules about taking a sick leave.*
- *Ask something about sick leaves.*





# LEARNING GOALS

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- ◆ Asking Someone to Do a Task for You
- ◆ Accepting a Task



## Situational Dialogue

- ▶ Selena asks Kenzo for help because she has an urgent meeting.

Selena Leroy



Kenzo Hara





Kenzo, could you  
do me a favor?

Yes, what is it?

I'm afraid I cannot finish this  
client report as I have an urgent  
meeting in five minutes. Do you  
mind finishing it by lunch hour?







No worries, Selena.  
I'll get it done in no time.

Thank you, Kenzo.

Sure thing.



# Key Vocabulary

Learn the new words and answer the questions.



## do sb. a favor

*(phrase) to do a kind and helpful act for somebody*

e.g. Parker always **does me a favor.**



## urgent

*(adj.) if something is urgent, it needs to be dealt with as soon as possible.*

e.g. I have an **urgent** meeting with my client now.



## in no time

*(adv.) very quickly or very soon*

e.g. The presentation will start **in no time.**

## Dialogue Review

Have a role play and answer the questions.



Selena Leroy asks Kenzo for help because she has an **urgent** meeting.

**Selena:** Kenzo, could you **do me a favor**?

**Kenzo:** Yes, what is it?

**Selena:** I'm afraid I cannot finish this client report as I have an **urgent** meeting in five minutes. Do you mind finishing it by lunch hour?

**Kenzo:** No worries, Selena. I'll get it done **in no time**.

**Selena:** Thank you, Kenzo.

**Kenzo:** Sure thing.



# Learning Goals

Let's check the learning goals!



*Selena Leroy asks Kenzo for help because she has an urgent meeting.*

**Selena:** Kenzo, ***could you do me a favor?***



**1. Asking Someone to Do a Task for You**

**Kenzo:** Yes, what is it?

**Selena:** I'm afraid I cannot finish this client report as I have an urgent meeting in five minutes. Do you mind finishing it by lunch hour?

**Kenzo:** ***No worries, Selena. I'll get it done in no time.***

**Selena:** Thank you, Kenzo.



**2. Accepting a Task**

**Kenzo:** Sure thing.

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Asking Someone to Do a Task for You

- Could you do me a favor and help me...?
- Would you mind doing ...?
- If you have a moment, could you please...

Example sentences:

- Could you do me a favor and help me copy these files?
- Would you mind sending an email to Yuki?
- If you have a moment, could you please review my report?

### Note:

Can	vs	Could
informal		polite
present		past
permission		possibility

*How would you ask me to do a task for you?*

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Accepting a Task

- No worries. I will take care of it.
- No problem. I will get it done in no time.

Example sentences:

- No worries. I will take care of it as soon as possible.
- No problem. I will get it done within 2 weeks.
- I will get it done before the expected deadline.

You can also use:

- **to be up for the task**  
e.g. I am up for the task.
- **be tasked with**  
e.g. I have been tasked with calling 20 clients today.

*How would you accept a task?*



# Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

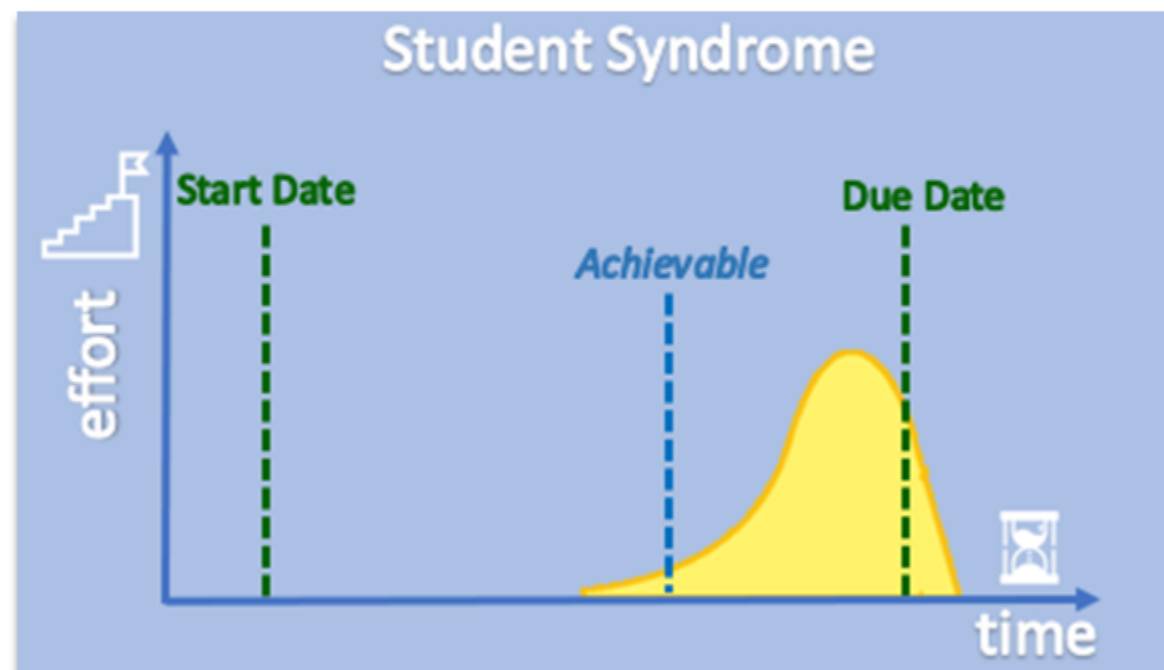
**Scenario:** The manager is asking you to prepare a monthly sales report for the morning brief tomorrow. Accept the task.

∴ You can refer to the following key expressions:

- Could you do me a favor and help me...?
- Would you mind doing...?
- If you have a moment, could you please...
- No worries. I will take care of it.
- No problem. I will get it done in no time.



## ∴ Student Syndrome in Project Management



The graph presents an employee takes to perform a task, and the time spent on this kind of activity.

Student Syndrome is a phenomenon where people delay doing things until right before the deadline. It can lead to various issues such as *missed deadlines*, *low-quality work*, etc.

The following factors provoke the Student Syndrome:

- Unclear priorities
- Laziness
- Overload and Multitasking
- Uncertainty
- Tasks' difficulty



How to avoid Student Syndrome at work?

# Overview

## Keywords and expressions:

*do sb. a favor/ urgent / in no time*

*Could you do me a favor and help me...?*

*Do you mind if you could...?*

*If you have a moment, could you please...*

*No worries. I will take care of it.*

*No problem. I will get it done in no time.*

