



NEW BUSINESS ENGLISH 4

Unit 1 Lesson 8
Asking for and Offering Help



Review

Your leader is inviting you for a team-building activity. What would you say to accept the invitation?

Requirements:

- *Express other ways to say “How are you?”*
- *Show how to invite someone.*
- *Demonstrate how to accept an invitation.*



LEARNING GOALS

- ◆ Asking For Help
- ◆ Offering Help

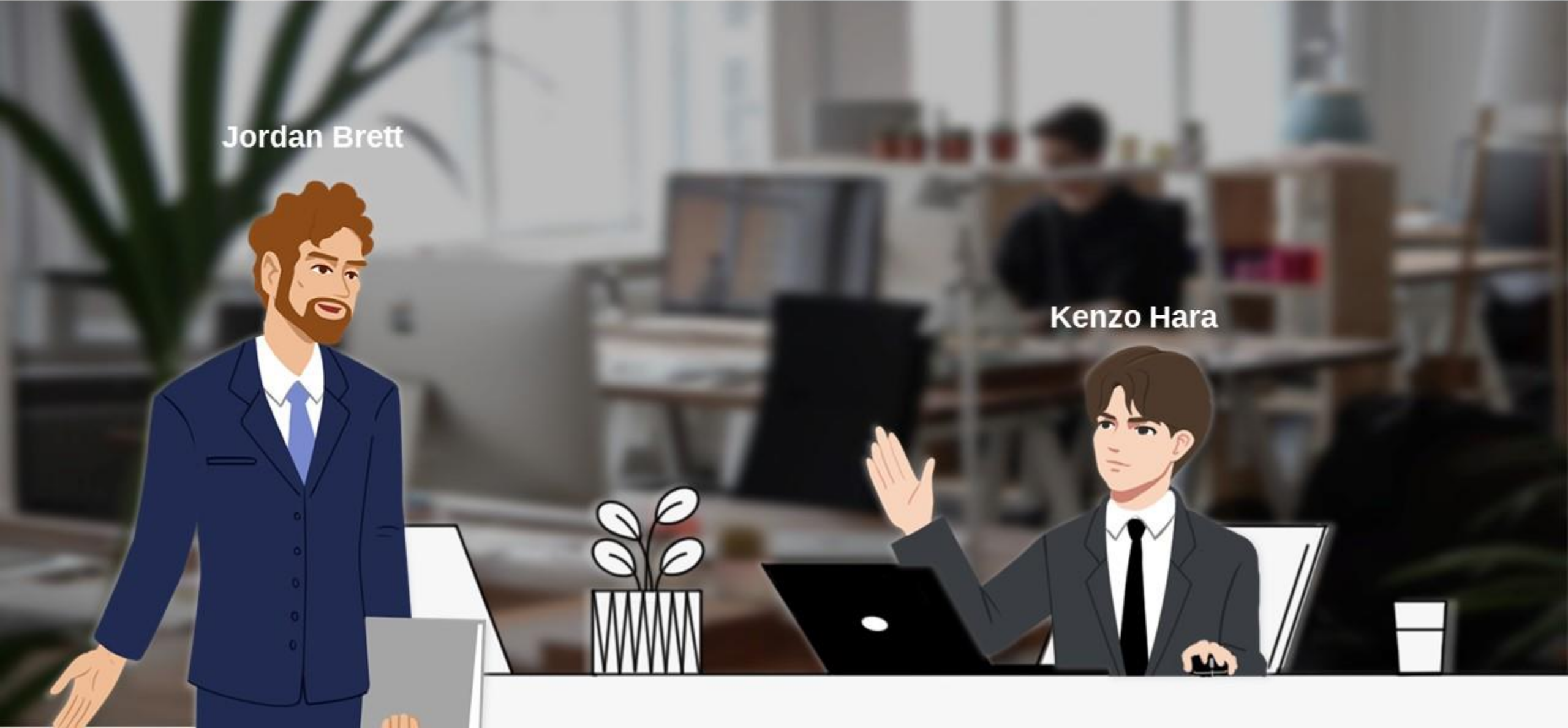


Situational Dialogue

- ▶ Kenzo asks Jordan for help with a weekly report.

Jordan Brett

Kenzo Hara






Jordan, do you have a minute?

Sure. May I help you?

Yes, please. I'm working on my weekly report. I wonder if you could help me with the format.





Well, there is a
fixed format for that.
Let me send it to you.

Hold on.
Let me check.

Oh, I received the format from
Selena, but I can't manage to
understand this part of the
report. Can you help?



Key Vocabulary

Learn the new words and answer the questions.



wonder

(v.) have a wish or desire to know something

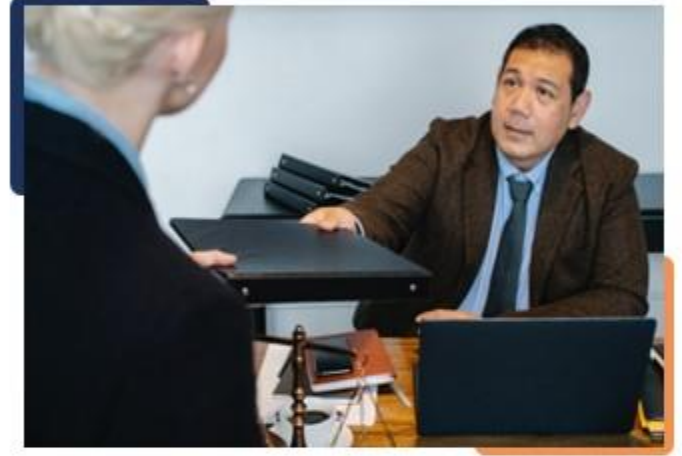
e.g. She **wonders** if the data presented was correct.



format

(n.) the way in which something is arranged or set out

e.g. The **format** given by her boss is quite complicated.



receive

(v.) be given, presented with, or paid something

e.g. My boss **received** the monthly sales report.

Dialogue Review

Have a role play and answer the questions.



Kenzo asks Jordan for help with a weekly report.

Kenzo: Jordan, do you have a minute?

Jordan: Sure. May I help you?

Kenzo: Yes, please. I'm working on my weekly report.

I **wonder** if you could help me with the **format**.

Jordan: Well, there is a fixed format for that. Let me send it to you.

Kenzo: Oh, I **received** the format from Selena, but I can't manage to understand this part of the report. Can you help?

Jordan: Hold on. Let me check.

Learning Goals

Let's check the learning goals!



Kenzo asks Jordan for help with a weekly report.

Kenzo: Jordan, ***do you have a minute?***

 ***1. Asking For Help***

Jordan: Sure. ***May I help you?***

 ***2. Offering Help***

Kenzo: Yes, please. I'm working on my weekly report.

I wonder if you could help me with the format.

Jordan: Well, there is a fixed format for that. Let me send it to you.

Kenzo: Oh, I received the format from Selena, but I can't manage to understand this part of the report. Can you help?

Jordan: Hold on. Let me check.

Learning Goals

Learn the key expressions and sentence structures.

∴ Asking For Help

- Excuse me, do you have a minute?
- I wonder if you could help me with ...

Example sentences:

- Excuse me, do you have a minute?
I have a problem with the file.
- I wonder if you could help me with my weekly report.

You can also use:

- I need some assistance, please.
- I can't manage to do this.
Can you help?

How would you ask for help with a computer problem?

Learning Goals

Learn the key expressions and sentence structures.

∴ Offering Help

- May I help you?
- I can assist you with that.

Example sentences:

- You seem to have loads of work to finish today.
May I help you?
- I can see you're struggling with your task.
I can assist you with that.

You can also use:

- Do you need some help?
- What can I do for you?
- How can I help?

Can you offer help to someone having internet problems?

Semi-open Dialogue

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

Scenario: Your coworker is presenting the monthly sales report but a technical problem happened. Offer some help. Later, you realize that you can't solve the problem. Ask for help from the IT support department.



∴ You can refer to the following key expressions:

- Excuse me, do you have a minute?
- I wonder if you could help me with ...
- May I help you?
- I can help you with that.

Learn some ways on how to ask for help.

⋮ How to Properly Ask for Help



Explain the situation.

Explain what happened so that they can figure out how to help.



Be specific.

Clarify what you need to get the right kind of help.



Consider the timing.

Avoid asking for help at the last minute or odd times of the day.



Show appreciation.

Praise them and be thankful for their help.



What do you think is the most important thing when asking for help? Why?

Overview

Keywords and expressions:

wonder/ format/ receive

Excuse me, do you have a minute?

I wonder if you could help me with this?

May I help you?

I can assist you with that.

