



# NEW BUSINESS ENGLISH 4

## Unit 5 Lesson 2

### Taking Leaves



# Review

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You are running late on your way to work.  
Inform your boss about it and give a reason.

## *Requirements:*

- *Inform that you will be late.*
- *Give a reason for your lateness.*





# LEARNING GOALS

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- ◆ Asking for a Leave
- ◆ Giving a Reason to Take a Leave



## Situational Dialogue

- ▶ Selena calls Ms. Chen to ask for sick leave.

Selena Leroy



Jia Chen







Good morning, Ms. Chen. I'm calling to ask for one day of sick leave. I'm feeling quite ill today. I need to see a doctor.

I see. No problem. Remember to inform the HR about this matter, too.





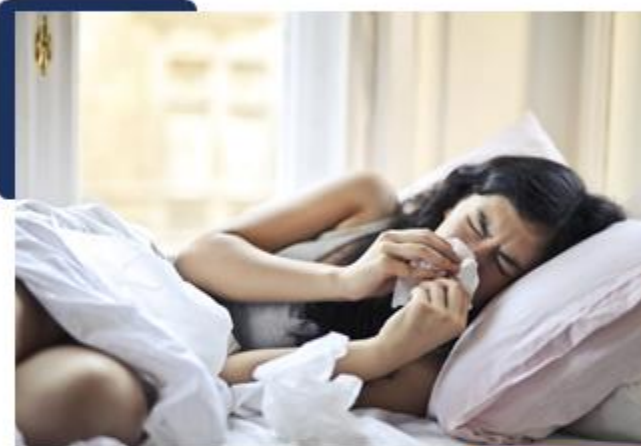
Thank you, Ms. Chen.  
I will call Jasmine shortly.





# Key Vocabulary

Learn the new words and answer the questions.



**sick**

*(adj.) suffering from an illness; not feeling well*

e.g. She is **sick**, so she did not work to not infect her co-workers.



**matter**

*(n.) topic or concern of interest*

e.g. My colleague explained an important **matter** to me this morning.



**shortly**

*(adv.) in a short while; soon*

e.g. Please wait. The email will probably arrive **shortly**.

## Dialogue Review

Have a role play and answer the questions.



*Selena calls Ms. Chen to ask for **sick** leave.*

**Selena:** Good morning, Ms. Chen. I'm calling to ask for one day of sick leave. I'm feeling quite ill today. I need to see a doctor.

**Ms. Chen:** I see. No problem. Remember to inform HR about this **matter** too.

**Selena:** Thank you, Ms. Chen. I will call Jasmine **shortly**.



Let's check the learning goals!



*Selena calls Ms. Chen to ask for sick leave.*



## 1. Asking for a leave

**Selena:** Good morning, Ms. Chen. **I'm calling to ask for**  
one day of sick leave. **I'm feeling quite ill today.**

I need to see a doctor.



## 2. Giving a reason to take a leave

**Ms. Chen:** I see. No problem.

Remember to inform HR about this matter too.

**Selena:** Thank you, Ms. Chen. I will call Jasmine shortly.

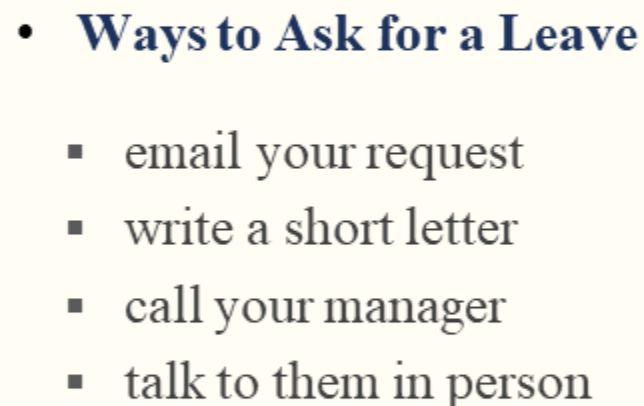
Learn the key expressions and sentence structures.

### ∴ Asking for a Leave

- I'm calling to ask for...
- Please allow me to have...

Example sentences:

- I'm calling to ask for special leave today.
- I'm phoning to ask for sick leave today.
- Please allow me to have a vacation leave for 3 days.

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- **Ways to Ask for a Leave**
    - email your request
    - write a short letter
    - call your manager
    - talk to them in person

*How do you ask for a leave of absence in your workplace?*

## Learning Goals

Learn the key expressions and sentence structures.

### ∴ Giving a Reason to Take a Leave

- This is to inform you that...
- This is because I need to + verb...

Example sentences:

- This is to inform you that I am taking a sick leave today.
- This is because I need to see my doctor for a check-up.
- This is because I need to attend to a family emergency.

#### • Different Types of Leaves

- Vacation Leave
- Parental Leave
- Study Leave
- Sick Leave
- Special Leave

*What type of leaves does your company offer to its employees?*



# Semi-open Dialogue

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

**Scenario:** You plan on going on a 3-day trip out of town as a reunion with your friends from university. Ask for vacation leave from your boss and let him know your reason for the vacation leave.



∴ You can refer to the following key expressions:

- I'm calling to ask for...
- Please allow me to have...
- This is because I need/plan to + verb...

## ∴ Some Sick Day Email Tips

1

### Keep it short.

Do not overburden your boss with a long email. Just make your point.

2

### Keep it clear.

Do not beat around the bush. Just say what you need to say.

3

### Keep it honest.

Do not over-exaggerate details. Just be honest about your situation.

4

### Have a plan.

Always think of how you are going to make up for the absence.



1. What is your common reason for sick leave?
2. How does your boss respond when you ask for sick leave?

# Overview

## Key words and expressions:

*sick/ matter/ shortly*

I'm calling to ask for...

Please allow me to have...

This is to inform you that...

This is because I need to + verb...

