

A background image showing a business meeting. Two people are seated at a table, looking at tablets displaying bar and line charts. A coffee cup is on the table. The image is overlaid with a large orange and blue graphic.

# **NEW BUSINESS ENGLISH 4**

**Unit 5 Lesson 4**  
**Behind Schedule**



# Review

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You have an upcoming meeting with a client but the weather is terrible and the roads from your house are flooded. Call your client.

## *Requirements:*

- *Explain the situation to your client.*
- *Reschedule the meeting.*





# LEARNING GOALS

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- ◆ Informing You Are Behind Schedule
- ◆ Extending a Deadline



## Situational Dialogue

- ▶ Kenzo and his client are talking about their new deadline.

Kenzo Hara



Client






I'm sorry that I'm falling behind schedule. I need more time for the final draft.

Can you send me the final draft by Friday, then?







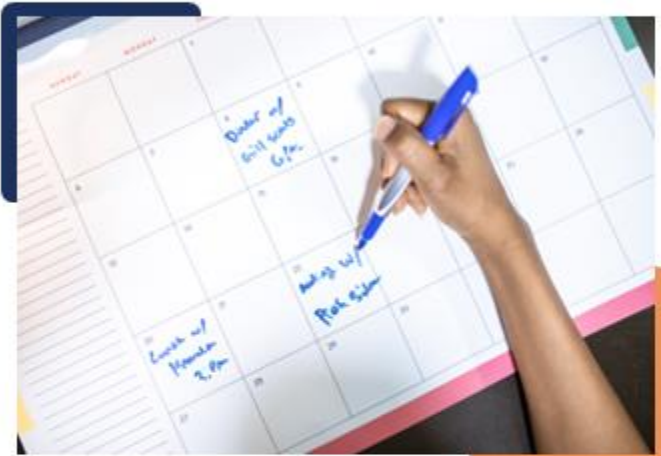
Yes. I will try my best to  
meet the deadline.

I'm looking forward  
to the draft.



# Key Vocabulary

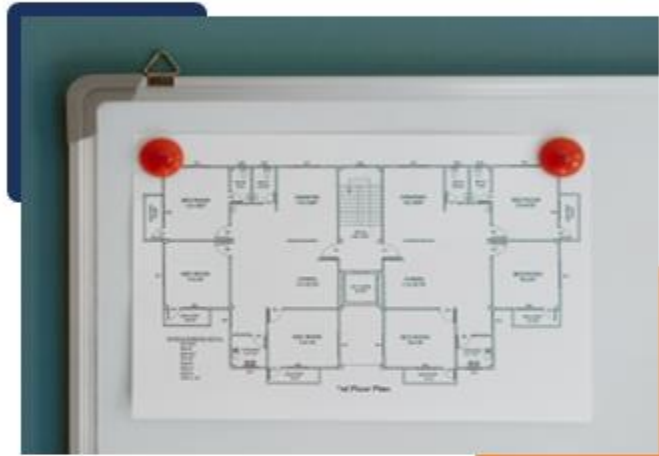
Learn the new words and answer the questions.



## schedule

*(n.) a list of planned activities or things to be done at a particular time*

e.g. I have to make a **schedule** for my assigned tasks.



## draft

*(n.) a piece of text or drawing containing the suggestions but not the final form*

e.g. The final **draft** of the office is posted on whiteboard.



## deadline

*(n.) a time or day by which something must be done*

e.g. The **deadline** of the project is on the 30th of April.

## Dialogue Review

Have a role play and answer the questions.



*Kenzo and his client are talking about their new deadline.*

**Kenzo:** I'm sorry that I'm falling behind **schedule**.

I need more time for the final **draft**.

**Client:** Can you send me the final draft by Friday, then?

**Kenzo:** Yes, I will try my best to meet the **deadline**.

**Client:** I'm looking forward to the draft.



Let's check the learning goals!



*Kenzo and his client are talking about their new deadline.*



**1. Informing you are behind schedule**

**Kenzo:** ***I'm sorry that I'm falling behind schedule.***

*I need more time for the final draft.*



**2. Extending a Deadline**

**Client:** ***Can you send me the final draft by Friday, then?***

**Kenzo:** Yes, I will try my best to meet the deadline.

**Client:** I'm looking forward to the draft.

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Informing You Are Behind Schedule

- I'm sorry that I'm falling behind schedule.
- I'm writing/ calling to inform you that the *(project/task name)* is falling behind schedule.

### fall behind / delay / late

- **fall behind**  
to make less progress
- **late**  
taking place after the expected time
- **delay**  
to make something happen at a later time

Example sentences:

- I'm writing to inform you that the JBC project is falling behind schedule.
- I'm calling to inform you that the report is falling behind schedule.



*How do you inform your client that you're falling behind schedule?*

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Extending a Deadline

- **Can/ Could you send me the + (noun) by/ on/ at (date/ time/ day), then?**

Example sentences:

- Could you send me the final draft by Monday, then?
- Can you send me the project proposal at 5pm today?
- Could you send me the report on the 15th of May by 5 pm?

When do we use “by”?

**by + place**

- The house is by a river.

**by + transport**

- I go to work by car.

**by + payment**

- Can I pay by credit card?

**by + communication**

- Please confirm the order by email.



*How do you set a new deadline for your client?*



# Semi-open Dialogue

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

**Scenario:** You are calling your client to inform her that her product's draft design is falling behind schedule due to some unexpected circumstances.



∴ You can refer to the following key expression:

- I'm sorry that I'm falling behind schedule.
- I'm writing/ calling to inform you that (project name) is falling behind schedule.

## ⋮ 5-Minute Rule – The Procrastination Cure

If you don't want to do something, make a deal with yourself to do at least five minutes of it. After five minutes, you'll end up doing the whole thing.



**Kevin Systrom**  
*Instagram Founder and CEO*

### Here's what you should do:

1. Set a timer on your phone or laptop for five minutes.
2. When the timer starts, you start working.
3. When the timer goes off, see how you feel.

*\*Over 1000 adults, over 70% procrastinate work, and 40% put off work almost every day.*



# Overview

## Keywords and expressions:

*schedule/ draft/ deadline*

I'm sorry that I'm falling behind schedule.

I'm writing/ calling/ to inform you that (project name)  
is falling behind schedule.

Can/ Could you send me the + (noun) by/ on/ at  
(date/ time/ day), then?

*Made by Keanu*

*Proofread by Leras*

