



AT THE OFFICE

PART ONE USEFUL EXPRESSIONS

1. Excuse me, boss. Could I talk to you for a minute?
2. He finally got promoted and is finally going to be the new supervisor.
3. Hey, why are you poking around in my mail?
4. How many hours a week do you work late in the office?
5. I have another appointment with Mr. Wang.
6. Mr. Hopper, can I see you in my office after lunch?
7. Please type this letter for our boss and run off a copy for our correspondence file.
8. That sounds like a pretty good system of rotation.
9. We need to work overtime from this evening until the end of next week.
10. Where are the office supplies kept?
11. I wrote up a new budget for a client.
12. I will attend a meeting with our staff this afternoon.
13. I will be responsible for taking notes at the meeting.
14. I reviewed some materials for tomorrow's sales meeting.
15. I accidentally transferred a call to my boss yesterday.

PART TWO MORE EXAMPLES

1. I am behind in my work at the end of every month.
2. We will finish them in time for the big presentation.
3. I am afraid my schedule for this week is pretty tight in the mornings.
4. I should have it finished by the end of this week.
5. From next month on, I should be in less of a rush with the paperwork.
6. Here is a copy of the itinerary we have drafted for the new staff trip.
7. As you have a tight schedule, I will not take up more of your time with this.
8. It isn't due to be completed till the end of this year.
9. I went through some files in the archives
10. I wrote a memo to myself about the matter.

PART THREE SITUATIONAL DIALOGUE PRACTICE

Number 1

Read the following dialogue and extend the dialogue so that Alice finds a temporary solution to continue with her work. Use between 20 and 30 words for the extension.

Background - Alice's laptop isn't working properly.

Alice: Darn! My laptop isn't working right again.

Bill: What's the problem?

Alice: It freezes frequently and I keep losing my work.

Bill: We just bought it last month. We can send it back to the supplier for repair because it is under warranty for one year.

Alice: I will ...

Number 2

Read the dialogue below and extend the dialogue so the Boss states the exact requirements. Use between 20 and 30 words for the extension.

Background: The boss asked the staff to work overtime that evening.

Boss: Mr. Wang, can I see you in my office in a minute?

Wang: Sure, I will be right there.

Boss: We need to work overtime this evening as we have to work out a solution for a client. You will be earning some extra money.

Wang: No problem, I guess I can always use more money.

Boss: you need ...

Number 3

Read the dialogue below and extend the dialogue so the Lisa makes an excuse because, a colleague, Simon's handwriting is really bad. Use between 20 and 30 words for the extension.

Background: Simon asks Lisa to type something for him.

Simon: Can you please type this document for me, Lisa?

Lisa: Yes, sure as soon as I have a moment.

Simon: Here you are.

Lisa: I am sorry, Simon. I ...