

CONVERSATION

Linda: Hi, Nick. You're here late.

Nick: Yeah, it looks like this may be an **all-nighter**.
I just got a project dumped in my lap.



Linda: You're kidding! On Friday afternoon?! What happened?

Nick: Well, the person who was **put in charge** of this project went on **maternity leave** this week and the person who was supposed to take it over just resigned.

Linda: I can't believe that. When is the deadline? I hope you're getting some extra help.

Nick: The project is due first thing Monday morning. And, with the **lay-offs** recently, I think I'm on my own on this one.

Linda: I finished my project already so I have extra time. Let me know if you need help on anything. I'm pretty familiar with your project so if you have any questions. Feel free to ask me.

Nick: Thank you. It's so nice of you.

Linda: I don't have any big plans for tonight. So, I'll tell you what. I'm having some trouble finishing the budget on my proposal and I know you're a **whiz** at numbers. Why don't I stay and help you with your project for the next few hours and you can give me a hand with my budget next week.

Nick: That's really nice of you. It would be a big relief. I'm feeling pretty **overwhelmed** and I know you've done a project like this before. Okay, you've got a deal!

Linda: Good! Now, let's see what we've got.

USEFUL EXPRESSIONS

- *Let me know if you need help on anything.
- *Feel free to ask.
- *That's really nice of you.

LET'S TALK

1. Have you tried offering help to your co-workers?
2. How often do you have to stay overnight to work on some important papers at work?
3. Do you usually ask assistance from your co-worker?



ACTIVITY

- @ The deadline of the project is almost near but you haven't finished half of the work yet. Ask help from your colleague.
- @ You are about to go home at the end of the day. You notice your officemate is still busy working on the reports. Offer help to your co-work.