

## Business Conversation 08: Asking Your Junior Staff to Do a Task

### Practice 1 | Useful Expressions

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**Directions:** Listen and repeat.

- **higher-up, superior** - a boss; a person of higher rank, status, or position
- **junior staff, subordinate** - a person who has less power or authority than someone else in a group or an organization
- **Could you do this/that?**
- **I would like you to do this/that.**
- **I need you to do this/that.**
- **Have it in by (moment in time; for example: tomorrow, next Monday, morning)**
- **Understood.**
- **Will do.**
- **Got it.**

## Practice 2 | Dialogue

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**Directions:** Read the dialogue aloud with your teacher.

*Harry's boss needs him to do a model replica of the building they are working on  
to show to some potential clients.*

**Boss** : Hey Harry, would you come to my office for a moment?

**Harry** : Right away, boss.

**Boss** : Next Friday I have some potential clients coming in who are interested in our building. **I need you**  
**to** make a model replica of it.

**Harry** : How big do you want it?

**Boss** : Make it about as tall as you.

**Harry** : **Understood.** Do you also want it painted or do you just want the model made?

**Boss** : Painted as well. This coming meeting is privileged, so just make a point of prioritizing this task over  
all tasks.

**Harry** : **Got it,** boss. When do you want it finished?

**Boss** : I want you to **bring it in by Tuesday at noon at the latest.**

**Harry** : Ok, I'll go work on it straight away.

**Check your understanding:** Answer the following questions.

1. What did Harry's boss ask him to do?
2. When was Harry supposed to bring in the model?
3. Why did Harry's boss direct Harry to prioritize the task?

## Practice 3 | Role-Play

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**Directions:** Have a role-play with your teacher in the following situation.

### Situation

You are the manager in a publishing company. You need one of your junior staff to finish and show you the cover of the magazine by the end of this week.

### Expressions:

- Have it done by the end of this week
- I need you to \_\_\_\_\_.
- I require you to \_\_\_\_\_.
- We have some tight competitors
- We need to draw more readers in.

## Practice 4 | Discussion

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**Directions:** Discuss these topics and exchange thoughts with your teacher.

1. Have you ever asked someone to do a task?
2. Do you prefer asking your subordinates politely to do something or being bossy and just demanding it of them? (bossy: acting as a boss; always telling people what to do)
3. Are you required to ask people to do tasks in your line of work?  
  
(one's line of work: one's principal activity in his/her life that he/her does to earn money)
4. Do you prefer completing tasks alone or in a group? Why?
5. What do you do when you have so many tasks to accomplish that you feel overwhelmed?