

REVIEW UNIT

Conversations with your Boss (Units 9, 10 & 11)

Introduction

Describe each picture.



📌 Q & A

9 Asking for Instructions

- What should one need to do/ know / confirm when given a task?
- How do you usually start a task?
- Have you ever missed a deadline? If yes, what task and why?
- What is the best way to beat deadlines?



10/11 Resigning

- What are the common reasons why people quit jobs in your company/ country?
- Have you ever resigned from a job? If yes, why?
If no, can you imagine yourself working in your current company until you retire?
- Would quitting jobs more than once give a negative impression?
- In your opinion, how often do people change jobs in your country?
- What would keep a person from resigning?

Rate the following in order of importance.

- friendly workmates
- flexible working hours
- high salary
- pleasant atmosphere
- understanding boss



 Role Play

Do the role play with your teacher.

SITUATION



Your boss wants you to set him a meeting with a very important client. Ask him what the purpose of the meeting is and when and where he wants it to take place. Also, ask for other relevant details pertaining to the meeting when you talk to your boss.



You have decided to study MBA for your future plans. You have to resign a month before flying abroad. Inform your superior about it.



Your mother got sick and there's no one to take over the family business. You've decided to take over for the mean time. To do so, you have to quit. Tell your boss about this.

Extra Exercise!



Talk about a time when you had a serious conversation with your boss

You should say:

- **when it took place**
- **where it happened**
- **what it was about**

and explain why you ended having a serious talk with your boss