

## Intermediate Conversation Templates: Work Situation



### Asking for a Day Off

**Employee:** Hi, Ms. Johnson. I'd like to request a day off next week if possible.

**Manager:** Sure, I can help with that. Which day do you need off, and is there a special reason for your request?

**Employee:** I need Thursday off for a family appointment. It's something I've been looking forward to, but it requires my presence in the morning and might take most of the day. I can certainly come in early and work extra hours on Wednesday if that helps to cover my responsibilities.

**Manager:** I appreciate you being proactive about this. Can you let me know what hours you're thinking of for Wednesday? I want to ensure we're fully covered.

**Employee:** I can come in two hours early on Wednesday and stay later if necessary. I can also help prioritize any urgent tasks before Thursday to keep things running smoothly while I'm away.

**Manager:** That sounds like a great plan. I'll make a note of your start and end times for Wednesday, and I can adjust the schedule accordingly. Thank you for your flexibility and for being considerate of the team's needs.

**Manager:** No problem at all! Please make sure to communicate any important updates to the team and let me know if you need any assistance before then. Enjoy your family appointment!

**Employee:** Thank you! I will make sure to do that.



## Handling Workplace Problems

**Coworker:** You seem frustrated. Is something wrong at work?

**You:** Yes, I feel a little overwhelmed because there is a lot of work and I'm not sure how to prioritize. I have multiple deadlines approaching, and it's hard to determine which tasks are most critical.

**Coworker:** Have you thought about breaking your tasks down into smaller, more manageable pieces? That might help clarify what needs to be done first.

**You:** That's a good idea. I could create a list and categorize the tasks by urgency and importance. Sometimes just seeing everything laid out helps me get a better perspective.

**Coworker:** Exactly! You might also want to check in with others who might have a similar workload. Maybe they have tips or strategies that could help you, too.

**You:** True! Collaborating or even just sharing experiences could provide some useful insights. Thanks for that suggestion.

**Coworker:** No problem! And if you're still feeling unsure, maybe you could talk to our supervisor. She might help you organize your tasks better or even adjust some deadlines if needed.

**You:** That's a good suggestion. I'll send her a message and see if she's available for a quick chat. It would be helpful to get her perspective on how to tackle everything.

**Coworker:** I think that's a great plan. Remember, it's okay to ask for help when you need it. We all go through busy times, and supporting one another is what teamwork is about!

**You:** Yes, I appreciate your support. It's really helpful to talk this through. I'll reach out to her now and see what I can figure out.

**Coworker:** Good luck! And feel free to reach out if you want to brainstorm more ideas. We can tackle this together!