



UNIT 14

Reprimand 1

I. Express Yourself



II. Vocabulary

Read and familiarize yourself with the following word/s or phrases.

upset

portion

unprepared

deadline

III. Conversation Practice

Practice the conversation with your teacher by doing a role play.

Steve: Bill, I need to talk to you about something. Please sit down.

Bill: Is everything OK?

Steve: No, I'm upset with you. I asked you to have the reports ready for me this morning. Where are they?

Bill: I'm still working on them. I was confused about one portion. I should be finished with them soon.

Steve: That's not good enough. I needed them for a lunch meeting for today. I had to go to the meeting unprepared and it put me in a difficult situation.

Bill: I'm sorry. I didn't know you needed them for the meeting.

Steve: I asked you to have them ready for me this morning, first thing. You should have told me as soon as you knew that you weren't going to make the deadline. I shouldn't have to chase you for it.

 **Comprehension Check**

1. Why was Steve upset with Bill?
2. Was Steve convinced with Bill's reason?
3. What did Steve say that Bill should have done?



Please sit down.	Why don't you sit down? (Please) have/ take a seat. Please be seated. Would you sit down, please?
This morning, first thing.	First thing in the morning.
I shouldn't have to chase you for it.	I shouldn't have to ask you twice.
I need to talk to you about something.	Usual expression used when someone wants to talk about an important matter

 Exercise A

Vocabulary Building

Fill in the blanks with the correct words from the box.

upset	portion	unprepared	deadline
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1. The test is tomorrow already, but I haven't studied yet. I'm totally _____ for this.
2. You can take the bigger _____ of the cake while I take the smaller one.
3. Our boss was extremely _____ when we weren't able to hand in the reports on time.
4. The _____ for your project is Friday. It would be better if you could turn it in ahead of time.

 Exercise B

Choose the most appropriate reprimand from the two choices given.

1.
 - a. You don't know how to do it!
 - b. I guess I've told you before that this is the correct way.

2.
 - a. I want you to explain why you did such a thing.
 - b. Why did you do that? I can't believe it.

3.
 - a. If you can't finish it by tomorrow, you're fired.
 - b. Please be more responsible with the tasks assigned to you, and make sure to finish it by tomorrow.

4.
 - a. I'd appreciate if you could do your best next time. One mistake could affect the whole team's performance.
 - b. Because of you, the whole team is in trouble.

 Exercise C

What would you say in the following situations?

1. One of your members always arrives late for work.
2. Your partner in a certain project is not helping you with the tasks.
3. One of your employees is not ready for the afternoon's presentation.

 ROLEPLAY

Your employee wasn't able to finish the task you assigned to him a month ago. Ask him his reason for not finishing the task on time.

