

UNIT 15

Reprimand 2



I. Express Yourself



II. Vocabulary

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

available

assign

handle

updated

progress

III. Conversation Practice

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

Bill: I agree. I should have let you know. I wanted to do it faster, but I needed more information and it wasn't available until today.

Steve: Then you should have told me yesterday. Maybe I could have helped you.

Bill: Understood.

Steve: This is the second project this month that you've delivered late. If the work is too difficult for you, then I'll assign it to someone else.

Bill: No, it's not too difficult. I can handle it. It won't happen again.

Steve: See that it doesn't. You need to do a better job communicating with me and also managing your time.

Bill: Yes, I'll try to keep you updated on my progress and will work harder. Sorry to cause you trouble.

Steve: Just don't let it happen again.

Bill: I won't.

 Comprehension Check

1. Why is Bill not able to do the work faster?
2. What will Steve do if the work is too difficult for Bill?
3. What is Steve's advice to Bill regarding his project?



Understood.	<ul style="list-style-type: none"> - Yes, Sir/Ma'am. - I apologize.
It won't happen again.	<ul style="list-style-type: none"> - I'll never do it again. - I won't let you down again.

Just don't let it happen again.	- Just don't let me down again.
I won't.	- Never. - I promise.

IV. Exercises

 **Exercise A**

Vocabulary Building

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

available	assign	handle
updated	progress	

1. We will be announcing the results next week. Please keep _____.
2. I know you can _____ this task. I believe in you.
3. Show us the latest _____ of the company sales.
4. I will _____ additional tasks to all of you.
5. May I know your _____ time tomorrow?

 **Exercise B**

Complete the conversation by filling in the blanks with your own words.

A: I should have let you know. I wanted to do it faster, but _____.

B: _____.

A: I apologize.

B: If the work is too difficult for you, then I'll assign it to someone else.

A: _____.

B: See that it doesn't. You need to _____.

A: Yes, _____. Sorry to cause you trouble.

 Exercise C

Give a response to the following statements by telling what they should have done.

1. I apologize for not handing in the reports on time. I forgot to make a note of the deadline, and I took a vacation day yesterday.

2. I hope you can forgive me for what happened earlier. I should have been aware of my actions and should have been more careful about what I say to my co-workers.

3. I'm really sorry. I have had so many things on my mind these past few days, and it has affected my performance at work.

4. I'm terribly sorry for today's presentation. I'm not feeling well today, so my energy is very low.

 **ROLEPLAY**

An employee failed to submit his report on time. Tell him what he should have done.

