

(Read this direction silently.)

➤ Read the following words and sample sentences with your student.

## Please read after me.

Word	Definition	Sample Sentence
n. <b>assignment</b>	a task given to someone for a certain period of time	I'm calling regarding our project <b>assignment</b> .
n. <b>details</b>	facts or information	Can I ask you some <b>details</b> about it?
n. <b>distribution</b>	division of work	Do you know how the <b>distribution</b> of tasks and the plotting of deadline are going?
n. <b>deadline</b>	date or time when a task must be finished	Do you know how the distribution of tasks and the plotting of <b>deadline</b> are going?
n. <b>delay</b>	inability to finish something on time	I would like to start as early as now to avoid <b>delays</b> .
adj. <b>urgent</b>	requires immediate action or attention	This project assignment is <b>urgent</b> .
v. <b>cascade</b>	to disseminate or circulate	The distribution of the tasks was already <b>cascaded</b> via email.

(Read this direction silently.)

- Read the whole dialogue as clearly as you can.  
This will be your student's guide in choosing the appropriate word for each blank.

**TUTOR** Good morning, Andrea. This is Laureen.  
I'm calling regarding our project (1) assignment.  
Can I ask you some (2) details about it?

**STUDENT** Of course.

**TUTOR** Do you know how the (3) distribution of tasks and the plotting of (4) deadline are going?  
I would like to start as early as now to avoid (5) delays.

**STUDENT** This project assignment is (6) urgent.  
The distribution of the tasks was already (7) cascaded via email. It's due next week.

**TUTOR** I think that's everything. Thank you for the information. Good bye.

**STUDENT** No worries. Good bye!

- After you read the whole dialogue, ask your student to choose the appropriate word for each blank.  
What is the missing word in blank no. \_\_\_? (1) to (7)

## Activity 3 Dialogue

4 min

(Read this direction silently.)

- Refer to the dialogue in Activity 2. Read the dialogue with your student.  
Make sure all blanks are filled in before reading it aloud with your student.

(Read this direction silently.)

➤ Read the following statements below and ask your student to choose the appropriate response.

1. Good morning, Andrea.

- a. Hey, what's up, dude?
- b. What's good in the morning?
- c. **Good morning, Laureen.**
- d. Good evening.

2. Can I ask you some details about it?

- a. Of course not.
- b. Don't ask me about it.
- c. For what reason?
- d. **Of course.**

3. When is the deadline of the task?

- a. **It's due next week.**
- b. I don't have any idea on what you're saying.
- c. Check your calendar.
- d. See it for yourself.

4. Do you know how the distribution of tasks is?

- a. **The distribution of the tasks was already cascaded via email.**
- b. It's urgent. Do it first.
- c. I am not sure about this.
- d. No, I'll tell you later.

5. I think that's everything. Thank you for the information.

- a. If you say so.
- b. I am not okay with that.
- c. Ask for help from other people next time.
- d. **No worries.**