

Become a global TM with Aspire's Micron Moments!

BECOME A SUPPORTIVE TM!

Teamwork is a very important part of your job. If you see that one of your co-workers has a problem or needs some support, you should offer to help them. Supporting your team members will enable you to build good working relationships and create a positive working environment. Here are some phrases you can use when offering to help one of your colleagues:

OFFERING

- ✓ Would you like me to ...?
- ✓ Do you want me to ...?
- ✓ Can I help you (with ...)?
- ✓ Should I / Shall I ...?
- ✓ I'll / I can ... if you like.
- ✓ Do you need/want (a hand)?
- ✓ Let me help you.

RESPONDING TO OFFERS

- ✓ Thank you. (That would be great)
- ✓ Thanks. That's (very) kind/good of you.
- ✓ No, thank you / thanks. (I'm fine).
- ✓ No, I'm okay/fine, thanks.
- ✓ It's okay, I can do it.
- ✓ Don't worry, I'll do it.



See the dialogues below for examples of people offering to help others.

EXAMPLE DIALOGUE

Ken: I'm not sure how to connect my laptop to the projector for the presentation.

Aki: Would you like me to help you set it up?

Ken: Yes, please Aki That's very kind of you.

Aki: Don't mention it. I'm happy to help.

Lee: Oh no! I have to fill out the form in Japanese. I'm not sure how to write this in kanji.

Takashi: Shall I fill it in for you?

Lee: Thanks, Takashi. That would be very helpful.

Takashi: It's no bother. I'm glad to help.

Mari: I know it's your first day today. Can I help you with anything?

Jen: I have to attend a new hire training session, but I don't know where the meeting room is.

Mari: Let me know when you have to go. I'll take you there.

Jen: Thanks a lot, Mari. That's a big help.

Atsuko: This report is a lot more detailed than I thought. I may have to work late tonight.

Jeff: I can help you with it if you like.

Atsuko: It's okay, I can do it, but thanks anyway.

Jeff: Okay. Let me know if there's anything I can do.

YOUR TURN!

Look at the situations below. Have conversations with each other where one person offers to help the other.

- 1) Your colleague has to give a presentation, but he/she isn't ready yet.
- 2) You see a new employee in the building who looks lost.
- 3) A vendor arrives in the meeting room to give a presentation. The meeting will start soon.
- 4) You see a colleague trying to carry a heavy box.
- 5) You are taking part in a long one-to-one meeting, but your co-worker looks tired.
- 6) Your colleague has to print some handouts before the meeting, but he/she is busy now.
- 7) The meeting is over, and your visitor has to go to their hotel now.
- 8) You are good at English. Your co-worker has to write a report in English, but it is difficult for them.
- 9) It's summer, and your colleague looks hot in the meeting room.



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