

Business English Secretary

How to say something is urgent

Could you please , when you have the chance.

a timely task
top priority
time sensitive
ASAP = as soon as possible
EOD = end of day
EOW = end of week

Your quick response will be appreciated.

I'd be grateful if you could send me the documents before Thursday.

Since this is a relatively urgent task/matter, I'd appreciate if you could

It would be great if you could submit the document before end of day on Friday.

Could you please send me the documents at your earliest convenience?

Would it be feasible / possible for you to review the document by the 3rd July?

Please, submit your specifications by Tuesday at 3pm.

As this is time sensitive, could you please



Logic Problem solving



HOW TO SOLVE PROBLEMS IN LIFE



Joseph Kane

PROBLEM
something in the story
that goes wrong

SOLUTION
how the problem in the
story gets fixed



PROBLEM SOLVING PROCEDURE



UNDERSTAND the problem:

- Underline the question
- Locate important information
- "I have to ..."



THINK of your plan:

- Choose your strategy
- Make your plan
- "I will ..."



SOLVE the problem:

- Use your strategy
- Check your plan



COMMUNICATE your solution (all of your work):

- Organize your solution
- Create a representation
- Show your answer
- Label and review your solution
- Explain your plan
- Use math language



MAKE a connection (one or more of the following):

- Observation
- Pattern
- Comparison
- Rule
- Hypothesis
- Different strategy ("I proved ...")
- Different solution