#### Unidade 9 - Aprofundamento

## **Busines 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.

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

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

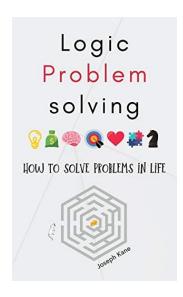


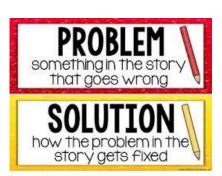
Since this is a relatively urgent task/matter, I'd appreciate if you could .....

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

Please, submit your specifications by Tuesday at 3pm.

As this is time sensitive, could you please ....







### PROBLEM SOLVING PROCEDURE

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#### 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