

Spoken English

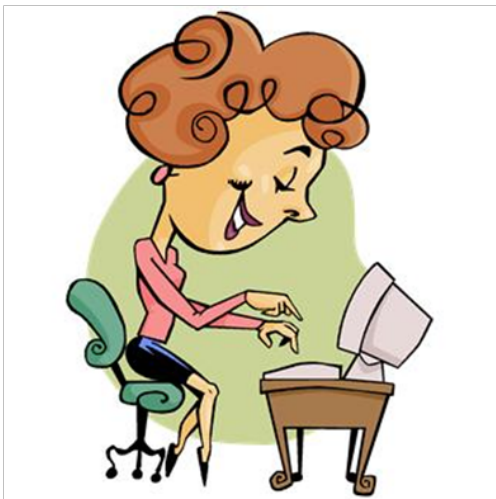
How to Ask your Boss for Help in your Work?

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When your workload gets unmanageable and you can see yourself losing control over your work, it's time to take a halt. It's time you stop dragging on, instead speak to your boss about recruiting another bright soul to assist you to handle the load.



It's not always that your boss is available, so what do you do in that case? Shoot him/ her email mentioning your requirement and your intent as clearly as possible. It's important that you learn fluent English before issuing a letter of purpose. Let's take a look at one such email:



Dear Mr. Shanbhag,

Subject: Resource requirement.

I am contacting you in regards to a sincere issue I have been facing lately. With our ever-growing clientele and expanding horizons of our company, my work load has doubled over the past few months. There has been an obvious lag in my work load and it is now getting difficult to handle.

It would be highly appreciated, if you could look into the matter and bring in another personnel so as to ensure the quality and productivity of the work is even. I hope you do understand my concerns and I would be grateful, if you could attend to this matter at the earliest.

Yours Sincerely,

Niyati Sharma.

Business Development Manager.



Shooting an email to your boss, requires you to be crisp yet not cut throat, be subtle yet to the point. Remember you are requesting for some assistance not demanding. While writing a compelling email like this, make sure that it is written in accurate English grammar. While you're working on structuring your email, simultaneously log on to <http://english.eagetutor.com/> to help you develop and learn English grammar in the simplest and basic form possible.



Ensure you use a smart and selective choice of words to address the issue you're facing as you do not want your boss to think that you're just on the lookout to hand out work as you've become too lazy to do it yourself. Present the need and probably offer him/her some initiative to find the appropriate candidate to fill in the profile. Make sure you use uncomplicated English and don't pack your email with unwanted adjectives and complicated English words.

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- By Monika Agarwal

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