

# **Asking for help:**



# Following instructions, seeking clarification:



"I need help."



"I'm not sure I understand. Can you explain it again please?"

#### Responding to a customer:



"One minute please. I will get my co-worker to help you."



## Responding to a customer:



Customer makes a request or gives instructions.

"Sure, I would be happy to help you with that."

## Following instructions, seeking clarification:



#### **Following instructions:**







"I don't know what I am supposed to do. Can you help me please?"

Look at the person talking to you. "Can I repeat back what you just said?" (repeat instruction)



# Following instructions:



"Okay, I need a moment to write that down." (write instruction)