



## Hints on how to ask for help

- Find the right person for the question you want to ask, and use their name.
- Wait until you've got their attention before you explain the details – don't talk on while they're focused on something else.
- Be clear about your request, and exactly what you're asking them to do. Where possible, give them some notice if you need their help, so they can plan their time.
- If they can't come straight away, agree on a more suitable time or work out another solution to the problem.
- Thank them when you've finished.