

Delegating



This week...

Fiona has called Akio to her office to delegate some tasks to him.

Lesson Objectives...

- Delegating tasks
- Dealing with an extra workload

Business English Conversation

Advanced Class

Warm Up – Topic Question



Do you ever need to delegate your work to other people?

Picture Description

What is all that work he is delegating to her?



B



A



What is he asking them to do?

Fiona	How's your workload lately?
Akio	I'm not too busy at the moment. Why do you ask?
Fiona	It looks as though Chris will be away for several weeks. We need someone to take care of his clients.
Akio	I'll be happy to assist. What exactly do you want me to do?
Fiona	I need you to contact his clients who are scheduled to meet him next week. Please tell them that you will be handling his contracts during his absence.
Akio	I'll be able to take care of that. Firstly, I need to go over his projects.
Fiona	His secretary should be able to give you all the necessary files and documents.
Akio	I will get on it right away.
Fiona	Thank you. Let me know if you need a hand with anything.

Let me know if I can help you with your business English.

1. It looks as though
2. I need you to
3. Please tell them that
4. Let me know if



Role Play – Delegating

Student A calls Student B to his/her office to delegate some work tasks to him/her.



Student A: Ask Student B if he/she is busy lately.

Student B: Tell Student A that you are not that busy at the moment.

Student A: Delegate a **Task** to Student B.

Key Phrases

- How's your workload lately?
- I need you to
- Let me know if you need a hand with anything.
- I'm not too busy at the moment. Why do you ask?
- I'll be happy to assist with that.
- I'll get on it right away.
- *Other*

Tasks

- take care of someone's client while he/she is away
- data input
- proofreading documents
- create training materials for new hires
- *other*

Agree or Disagree



1. Delegating work is a hard thing to do.
2. People should delegate work more often.
3. It is hard to trust co-workers to do your tasks effectively.

- When your colleagues go on vacation or a business trip, does it cause problems at your workplace?
- Do you trust your workmates to complete work to the same standard that you do?

- able - *Will you be **able** to handle the extra work?*
- a hand - *Do you need **a hand** with anything?*
- delegate - *You need to learn how to **delegate** tasks.*
- go over - *Could you **go over** the details with the client?*
- right away - *I'll start on that task **right away**.*
- trust - *Can I **trust** you to get it done on time?*
- workload - *I have a very heavy **workload** at the moment.*