

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?

*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

*Create simple sentences using the vocabulary

1. lately
2. contact
3. able
4. right away

Are you **able** to help me with some of my work?



1. **It looks as though** we have to work overtime this week.
2. **Can you take care of** the new client?
3. **I need you to** proofread these documents.
4. **Let me know if** you need any help.

- Words
- Phrases

Fiona	How's your workload lately ?
Akio	I'm not too busy. Why do you ask?
Fiona	It looks as though Chris will be away for a few weeks. Can you take care of his clients?
Akio	What do you want me to do?
Fiona	I need you to contact his clients and tell them that you'll be handling their contracts while he is away.
Akio	I'll be able to do that.
Fiona	His secretary should have all of the necessary files and documents for you.
Akio	I will go see her right away .
Fiona	Let me know if you need a hand with anything.

1. It looks as though
2. Can you take care of?
3. I need you to
4. Let me know if

Responses - Prepositions

*please select the most appropriate response for each item below:

1. A: Can you please take care
Mike's clients while he is away?
B: Sure. I should be able to do
that.

at / of / to

2. A: Do you know where your
secretary is today?
B: She should be her desk.

in / on / at

3. A: What do you want me to do
these documents?
B: Please email them to me.

at / for / with

4. A: Do you know when Sarah's
conference will be held?
B: I think it will be held
Thursday.

at / on / for

5. A: Jean's going to be away two
and a half weeks.
B: Do you want me to cover her
work while she's away?

for / at / in

6. A: Where should I go to get the
files?
B: You can find them his office.

in / on / at

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



Student A: How's your workload lately?
Student B: I'm not too busy. Why do you ask?

* Continue the conversation using the **Key Phrases** and **Tasks** from below.

Key Phrases

- I need you to
- Could you also?
- Let me know if you need a hand with anything.
- Do you need me to do anything else?
- I'll be able to do that.
- I'll get on it right away.
- *Other*

Tasks

- take care of Chris's client while he is away
- do some data input
- proofread documents
- create training materials for new hires
- *other*

- When your colleagues go on vacation or a business trip, does it cause problems at your workplace?
- Do you consider yourself to be a good delegator?

- able - *Will you be **able** to handle the extra work?*
- a hand - *Do you need **a hand** with anything?*
- contact - *Please **contact** him asap.*
- delegate - *You need to learn how to **delegate** tasks.*
- lately - *I have been helping my boss a lot **lately**.*
- right away - *I'll start on that task **right away**.*
- workload - *I have a very heavy **workload** at the moment.*