

# 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**

**Super 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



<b>Fiona</b>	Do you have much <b>on your plate</b> at the moment?
<b>Akio</b>	<b>I'm not overly busy.</b> Why do you ask?
<b>Fiona</b>	It looks as though Chris will be away for several weeks. We need someone to take care of his clients while he is away.
<b>Akio</b>	I'll be happy to assist with that. What do you need me to do?
<b>Fiona</b>	I need you to get in touch with his clients who are scheduled to meet him this week. Please inform them that you'll be taking over their contracts during his absence.
<b>Akio</b>	First off, I need someone to <b>bring me up to speed</b> on his projects.
<b>Fiona</b>	His secretary should be able to give you all the necessary files and documents.
<b>Akio</b>	<b>I'll get on it right away.</b>
<b>Fiona</b>	Thank you. Let me know if you <b>need a hand</b> with anything.



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

## Key Phrases

- Do you have much on your plate at the moment?
- I need you to ....
- Let me know if you need a hand with anything.
- I'm not overly busy. 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*



Talk about one of the following topics for one minute:

1. The advantages of delegating.
2. The disadvantages of delegating.
3. Planning for the unexpected.

\*Other students in the class, ask one question each to the presenter after the speech

- 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?
- Do you consider yourself to be a good delegator?

If you find yourself **at a loose end**, you could always help me with my work.



**to be at a loose end** – to not know what to do now

- I finished my big project, so I'm **at a bit of a loose end** at work.

**to bust a gut** – make extreme and strenuous effort

- If you can do it it'd be great, but **don't bust a gut**. Ask if you need help.

**go the extra mile** – to do more than what people expect

- He is always helping people with their daily tasks. He sure does **go the extra mile**.