

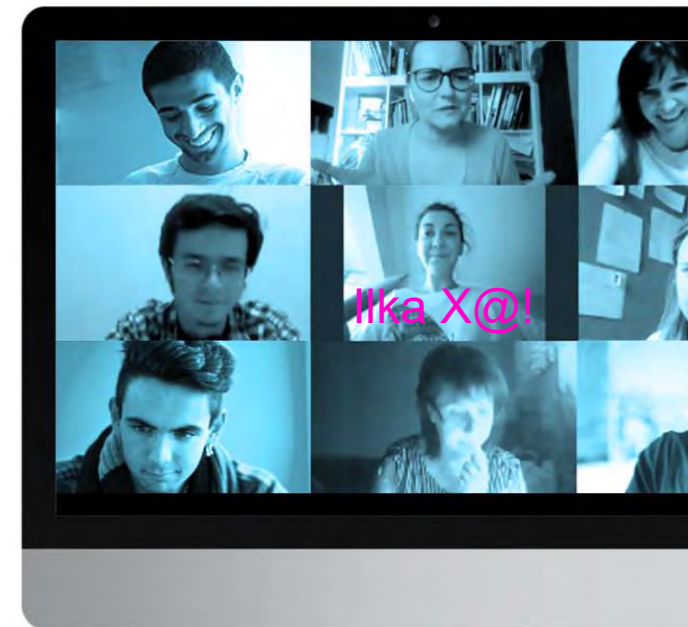
# Team leader

Theme:  
Writing for Impact

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## Before we start, please make sure...

- ✓ your name on Zoom is clear (use Latin letters)
- ✓ your camera is on and mic is off (unmute when needed)
- ✓ you are in a quiet area that helps you focus
- ✓ you have a notebook or a note app ready to take notes

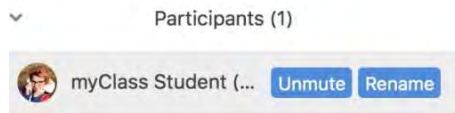


# Zoom features

Check your audio and video settings

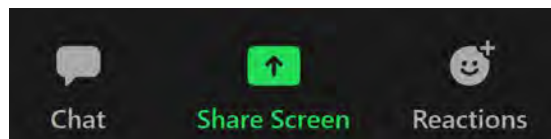


Use Latin letters for your name

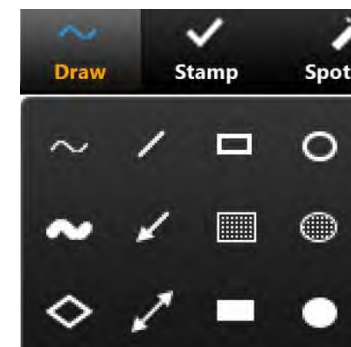


Ask questions in the Chat or use Reactions

Share Screen when the teacher asks



Use Annotate when a screen is shared



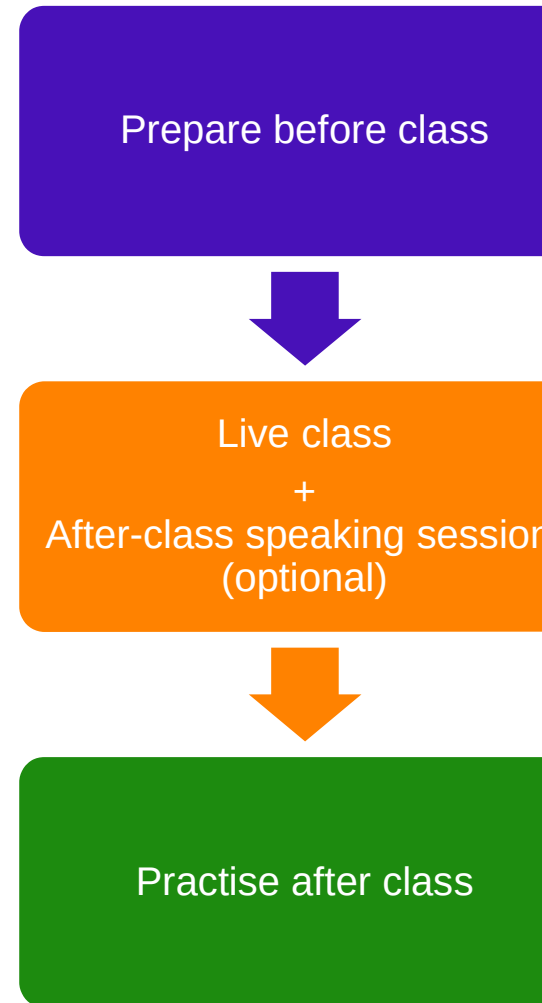
English Online | [www.britishcouncil.org](http://www.britishcouncil.org)

Use Save to make screenshots

# Welcome to English Online

## How does it work?

**You need to complete all three parts to get the most out of English Online.**



# After-class speaking session

**Stay back after class for 5 or 10 minutes to talk to your classmates from around the world.**

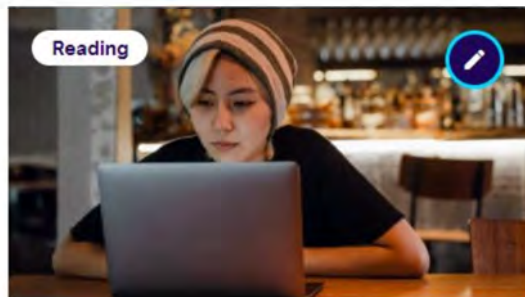
**This extra speaking practice will help you...**

- improve your conversation skills
- practise using language learnt in class
- support and help your fellow students
- practise using English in a natural context
- become a part of a global learning community



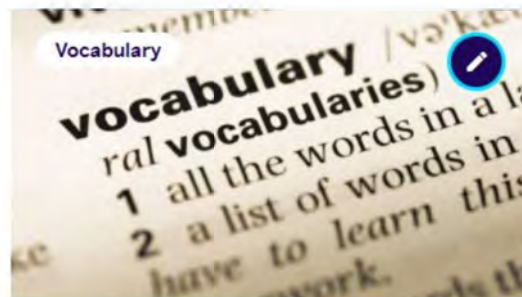
# Pre-lesson activities

## Prepare before class



Reading

An urgent e-mail



Vocabulary

Verb phrases with get 1



Grammar

Sentences with until, till and by

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## Lesson objective

**What do you expect to learn by the end of this class?**



# Lesson objectives

In this **live** part of the lesson, you will plan to write an email delegating tasks to a team of people.

You will also review expressions to convey urgency and importance and the expressions with *get* that you learned **before** the lesson.

## Skill focus:

**Writing an e-mail (delegating tasks)**

## Language focus:

**Grammar:** using *by*, *till* and *until*

**Vocabulary:** expressions with *get*



## Lead-in

**Discuss these statements in pairs. To what extent do you agree with each of them?**

**At work, managers often delegate to juniors and then take the credit for the work done.**

**I don't like delegating because I don't trust other people to do the job as well as me.**

**I like telling other people what to do**

**I don't like being told what to do.**

**Leaders often delegate because they're lazy, incompetent or both.**

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## Skill focus

**Read the e-mail below and discuss how it compares with the e-mail you read before class. What's the problem? How could it be improved?**

*Hi everyone,*

*We're off on our interrail soon and we haven't done everything yet, so we should start thinking about doing things.*

*John, I was wondering if it would be at all possible to find out about train times from London to Paris for the first leg of our journey. When you have that information, I'd like to have it too, so can you tell me when you have a moment?*

*Pearl, it seems that we haven't reserved anywhere to stay in Warsaw. At some point you might like to think about options and choose one. Then you can tell us.*

*Shall we start doing these things we need to do?*

*Cheers, Bob*



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# Language focus

*Hi everyone,*

*Our Interrail is looming and we've still **got loads to do**, so we'd better **get our heads down** if we're going to **get everything done** in time.*

*John, please **get in touch with** National Rail to find out London to Paris train times and **get back to me** ASAP.*

*Pearl, we really need to **get some accommodation organised** for Warsaw, so can you **get on to that** and let us know what you choose?*

*Let's **get cracking!***

*Cheers, Bob*



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# Task



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## Task preparation: brainstorming

As a team leader you're going to write an e-mail to your team, delegating responsibilities for an upcoming event or project you are in charge of.

First of all, decide together with a partner **what the event or project is**. Here are some ideas.

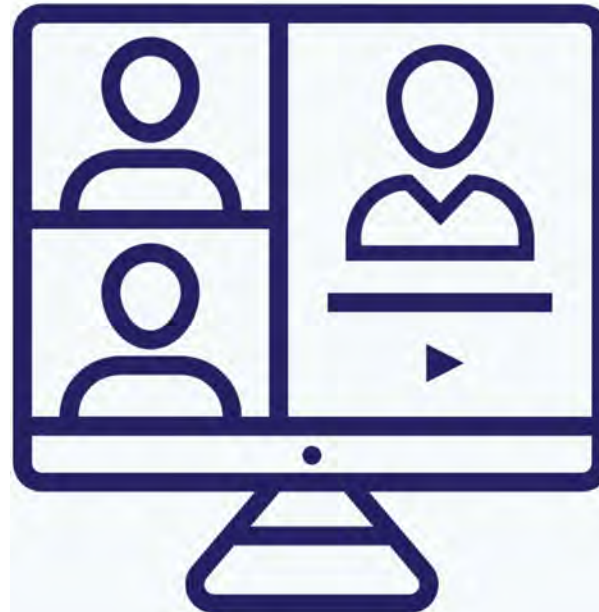
- The launch of a new product or service.
- Organising a trip somewhere.
- Organising a party for a friend or family member.
- Preparing a university project or presentation.

Once you've decided, **brainstorm the different tasks that will need to be done and who you will delegate them to**. You should **both** make notes.



## Task: planning and drafting

Now plan out your e-mail, following a similar structure to the e-mail you read **before** class.  
Compare your plan with a partner.



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## Homework: writing

Write your e-mail after class. Remember to refer to the **success criteria** and carefully **proofread** your e-mail after you write it, to eliminate any mistakes.



# Success criteria

In your e-mail, have you...

- ☐ described the situation and delegated tasks to team members?
- ☐ organised your writing into paragraphs and used section headings?
- ☐ used a direct, informal to neutral style and conveyed a sense of urgency?
- ☐ made use of expressions to indicate urgency and importance?







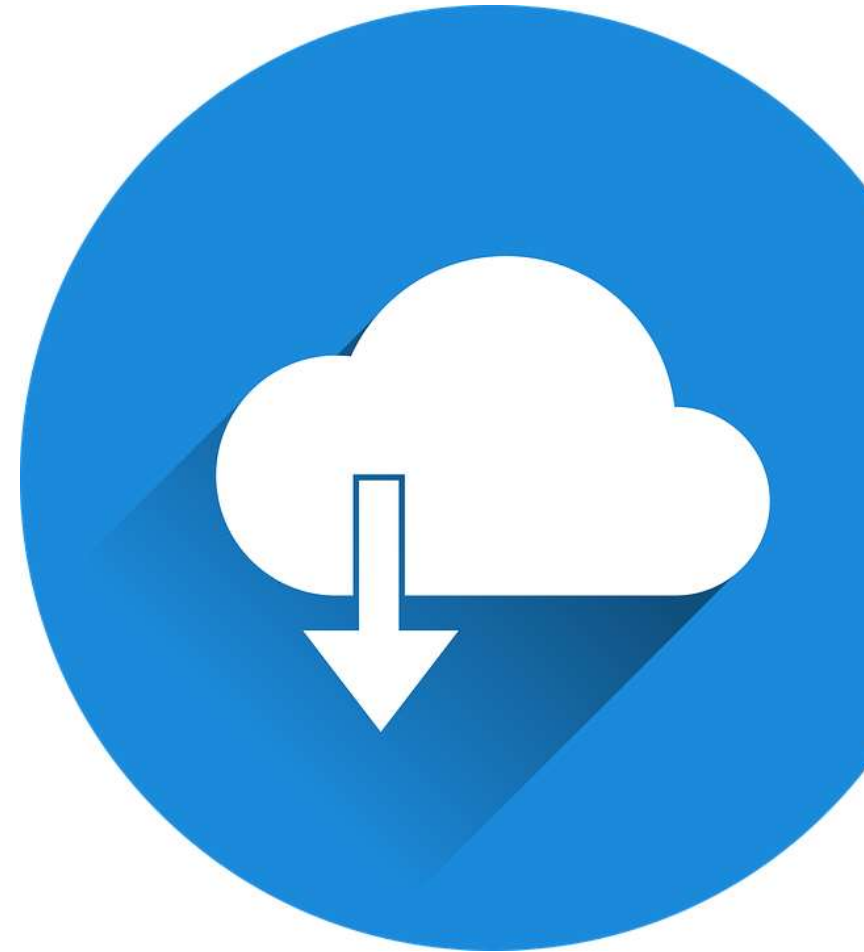
# Feedback

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# Lesson materials

## Make sure you have

- **downloaded the \*.pdf with this presentation**
- **saved the Zoom Chat**



# How can you get your writing marked?

1

**Draft your  
email/essay/report  
etc**

2

**Type it up (in  
Microsoft Word or  
Google Docs)**

3

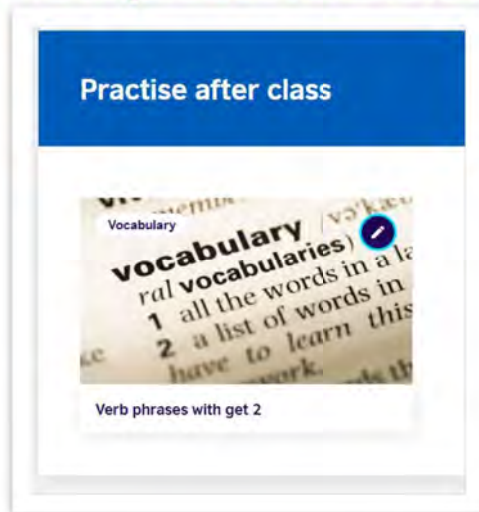
**Book a private class**

4

**Get feedback and  
correction from  
one of our expert  
teachers**

# How can you make more progress?

Complete the Practise after class activities online.



Review what we have practised today.



<https://learnenglish.britishcouncil.org/business-english/english-for-emails>

# After-class speaking session

**You can talk about any topic that interests you!**

**Use these questions as a guide, if needed.**

- Do you think you are good at delegating tasks? Explain.
- Is your current team leader good at delegation? How?
- How do you feel when tasks have been unfairly delegated? What do you do?
- Do you think the best team leaders have other critical skills? Which ones?
- What are your tips on being a successful team leader?

For help, contact:

[support.englishonline@britishcouncil.org](mailto:support.englishonline@britishcouncil.org)

## **Dos**

- ✓ Treat everyone with respect
- ✓ Keep your camera on and on mute
- ✓ Let others share ideas too
- ✓ Listen to everyone
- ✓ Click 'Leave' if you cannot attend

## **Don'ts**

- ✗ Don't take pictures or recordings
- ✗ Don't share personal details
- ✗ Don't let your children be onscreen

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# What do you think?

Do you like the new writing lessons?

What did you think of the activities?

What further information do you need?

For more information, write to

**[support.englishonline@britishcouncil.org](mailto:support.englishonline@britishcouncil.org)**



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# Teacher's Notes

This slide deck was made by James Wilson-Bukowski

## Notes

*Share your thoughts about the lesson with the next teacher*