



# Assigning Tasks

Business > Intermediate 6



## Exercise 1 – Reading

*Read the dialogue aloud with your tutor and check your understanding.*

*Mr. Smith is a senior manager at a well-known architecture firm. Tom is working as an intern at the firm.*

**Mr. Smith:** Hey Tom, could you come to my office for a moment?

**Tom:** Right away, boss.

**Mr. Smith:** There's a new task I'm hoping you can take on. We have some potential clients coming in who are interested in the new building that we are working on. I'd like you to make a scale model of the building.

**Tom:** Of course, sir. What size would you like the building model to be?

**Mr. Smith:** You could make it in 1:50 scale.

**Tom:** Understood. Do you want it to be in color or just white?

**Mr. Smith:** In color would be better. These clients are very important, so make sure you prioritize this task. We don't want to keep them waiting.



**Tom:** Got it. When is the deadline?

**Mr. Smith:** It needs to be finished by noon on Tuesday, at the latest. Please get started on this ASAP.

**Tom:** Okay, I'll get to work on this straight away.

**Check your understanding:**

1. What task did Mr. Smith give to Tom?
2. What does Mr. Smith need the building model for?
3. When does Tom need to finish the task by?



## Exercise 2 – Learning

### Useful Expressions

- Could you do this/that?
- I would like you to do this/that.
- I need you to do this/that.
- There's a new task/project I'm hoping you can take on.
- Hopefully, we can get this done by the end of the week.
- We need to have this done by next Monday.
- Have it in by 5 pm.
- Please, get started ASAP.
- Please, prioritize this task.



## Exercise 3 – Role Play

*Take turns with your tutor and act out the scene described below.*

**Scene:** You are the manager of a publishing company. You need one of your staff members to prepare and show you the cover of a magazine by the end of the week. Your teacher will act as your subordinate.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. Have you ever had to manage other people's tasks?
2. How would you make sure that your subordinates met deadlines?
3. Do you prefer completing tasks alone or in a team? Why?