

Describing tasks

VOCABULARY

LEVEL
Lower-intermediate

NUMBER
EN_BE_2125V

LANGUAGE
English

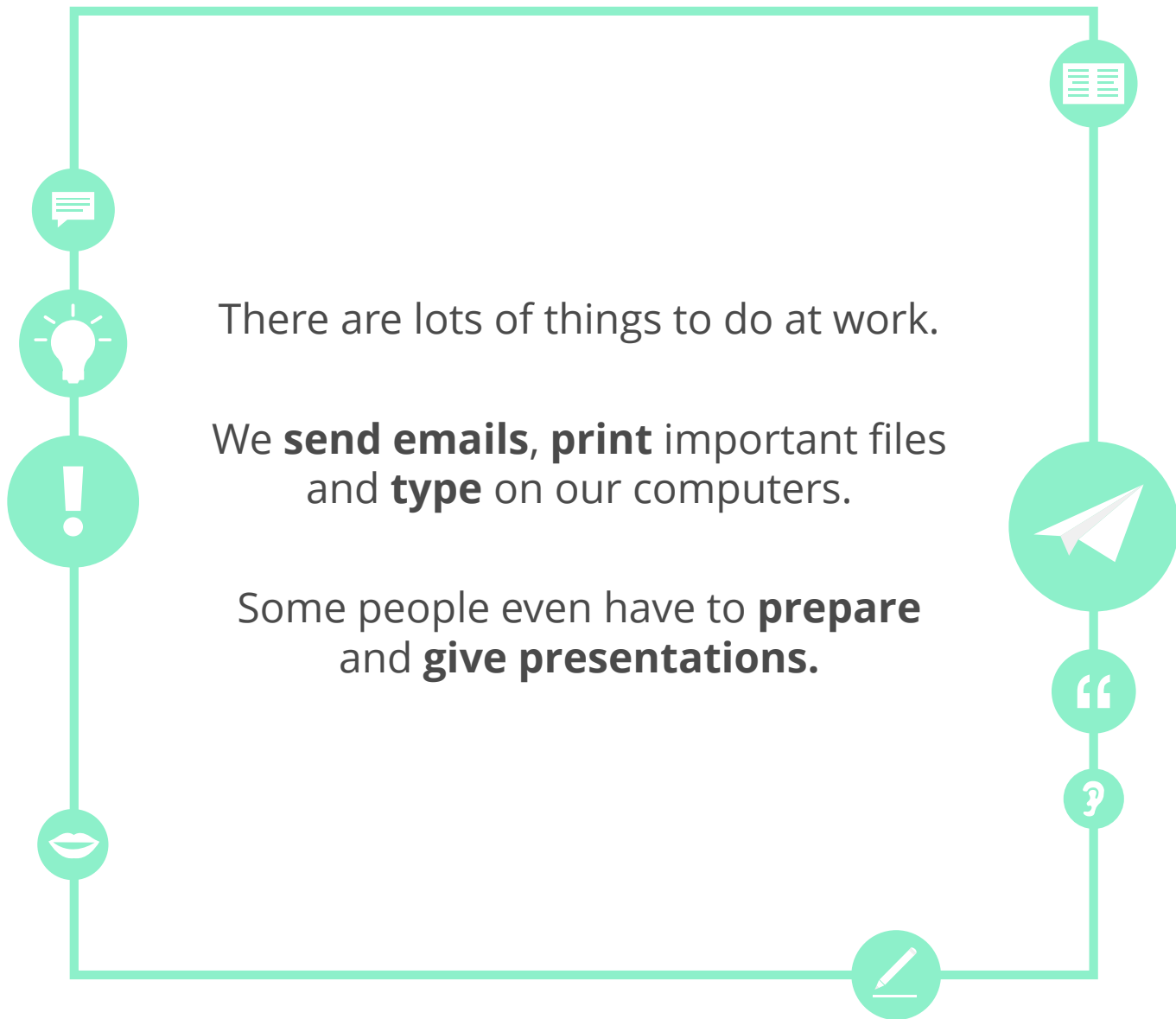




Goals

- Can correctly describe tasks using work related verbs.
- Can determine when to use verbs in a real life and work context.







Preview and warm-up

In this lesson you are going to learn how to talk about **tasks** that you do while at **work**.



Can you **send an email** to my manager?

to give a presentation

Workers often have to give presentations at work, usually with information about a project or a new plan.



I have **to give a presentation** next week.

to send an email

to make a decision

People **send emails** a lot at work, it's a quick way to speak to others. **Making decisions** is also important in the workplace, or nothing happens!



We would like to **make a decision**. Then we can **send you an email** with the information.



New words

to type

I need **to type** the notes from the meeting.

to show

Can you **show** the manager the results?

to solve

That is a problem we need **to solve**.

to prepare

I still need **to prepare** the work for next week.



Sentence examples



He **types** his emails very quickly.

You can **send** him **an email**.



Can you **make a decision** about the new office before next week?

She's **giving a presentation** on tourism in Spain.





Sentence examples



My boss **showed** me how to use the scanner.

Can you **solve** the problem with the printer?



We need to **prepare** the coffee for the meeting!



Fill in the gaps

Fill in the gaps using the vocabulary you have learned.

solve

type

make a decision

prepare

send you an email

1. Can I _____ with the information that you need?
2. She is the manager so she is the person who needs to _____.
3. Can you _____ the report instead of writing it with a pen and paper?
4. He needs to _____ the problem quickly.
5. I started to _____ the meeting room for later.





Look at the picture

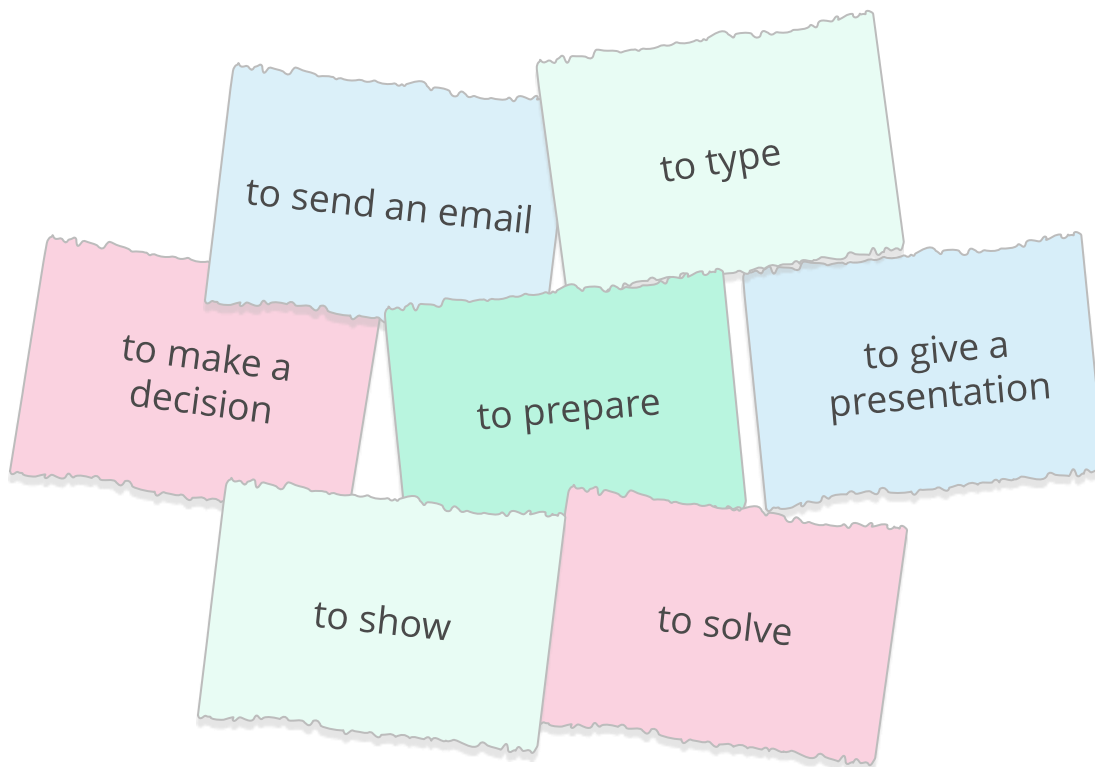
What is this person doing in the picture? Why? What is he talking about?





Describe your work day

Use some of the words below to describe what you often do at work





Big questions

Which decisions at work are easy to make?



Easy?



Hard?

Which decisions are hard to make?

to write to

Writing to someone is a general way of saying that you are talking to someone. It can mean writing an email, a letter, or even a text!



It is best if you **write to** me by email.

to work



It is important **to work** hard every day.

to talk to



The workers **talk to** the manager if they have any problems.

to print



I need **to print** my document, but it has lots of pages!



New words

to answer

It is better **to answer** emails quickly.

to manage

I was asked **to manage** the whole project.

**to have a
meeting**

We need **to have a meeting** tomorrow.

**to make a
phone call**

He will **make a phone call** to solve the problem.



Sentence examples



Don't send an email, **make a phone call**.

I **have a meeting** with the manager next week.



You need **to answer** the message by the end of today.

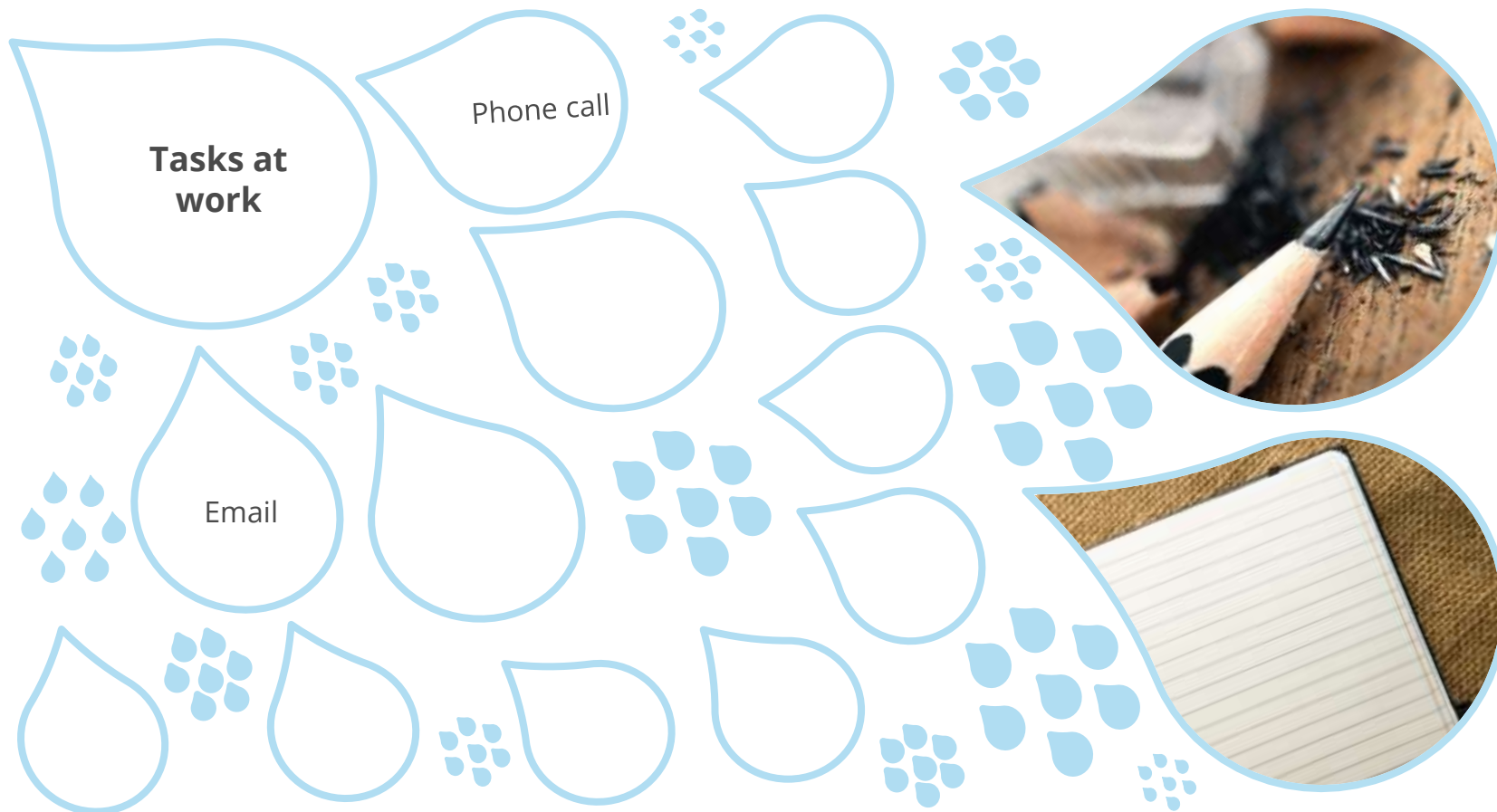
She **manages** a big team.





More office verbs

Can you think of any more verbs to describe tasks at work? Brainstorm with your teacher.





Fill in the gaps

Fill in the gaps using the words below.

1. It's better if I _____ him an email and _____ all of his questions.
2. She has to _____ in front of all of the managers tomorrow.
3. Can we _____ early tomorrow and talk about this with everyone then?
4. I think he is able to _____ a large team of people.
5. I am trying to _____ but there is no paper!
6. I am going to _____ the meeting room, we need it to look nice.

print

answer

prepare

have a meeting

manage

write

give a presentation



Debate these opinions with a partner

Always write an email,
never make phone
calls

Giving a presentation
is very difficult

Printing every
document is a good
idea

Having a meeting is
always very easy



Speaking

Tell your partner the **tasks** you like doing at the **office**. Is there anything you don't like doing?





Discuss with a partner

**What is your
favourite task at
work?**



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



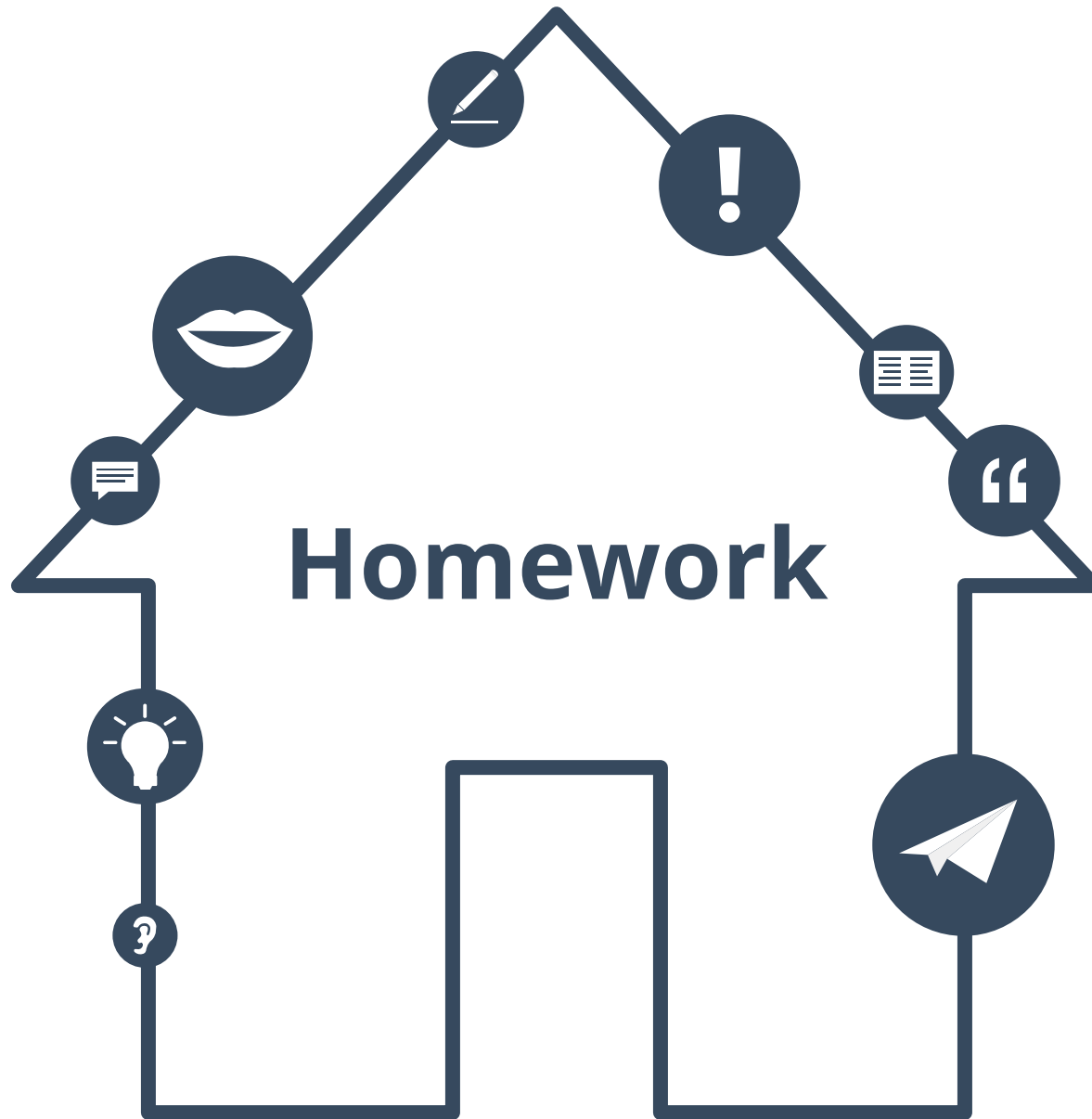
Answer key

1. write, answer
2. give a presentation
3. have a meeting
4. manage
5. print
6. prepare

Exercise 2, p.21

1. send you an email
2. to make a decision
3. to type
4. to solve
5. to prepare

Exercise 1, p.10





Categorise which tasks you do and don't do at work

to give a
presentation

to send an email

to solve

to talk to

to type

to have a meeting

to write to

to manage

to show

to make a phone
call

to work

to print

What you do at work

What you don't do at
work



Writing an email

Write a 150- 200 word formal email to a colleague explaining what you do at work.

	-	□	×
To:			
Subject:			
<p>Dear Sir,</p> <p>At work, I manage a big team of people.</p> <p>I send emails and make phone calls to clients...</p>			



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