

## DELEGATING TASKS TO EMPLOYEES

In 30 seconds, answer the questions:

- Do you often have to take on extra tasks outside your role? Do you find it annoying when taking on those tasks?

# Speak Up

TOPICA NATIVE

Watch the video, then answer the given question in 60 seconds:

**What are the benefits of doing some tasks that are beyond your duty?**

Video



**Source:**

<https://www.youtube.com/watch?v=Vv6USZRFSWM>



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# Wear Your Words

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Listen and repeat. Then, choose a word to define.

1. **Workload (n)** /'wɜ:klu:d/ \_\_\_\_\_
2. **Burnout (n)** /'bɜ:nəʊt/ \_\_\_\_\_
3. **Balance (n)** /'bæləns/ \_\_\_\_\_
4. **Prioritize (v)** /prai'ɔ:rɪtaɪz/ \_\_\_\_\_
5. **Allocate (v)** /'æləkeɪt/ \_\_\_\_\_
6. **Encourage (v)** /ɪn'kɔ:rɪdʒ/ \_\_\_\_\_

**Make a sentence using that word.**

**Example:** We have taken on extra staff to cope with the increased **workload**.



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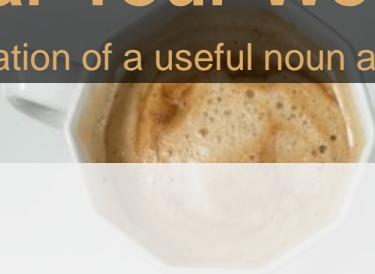


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# Wear Your Words

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Explanation of a useful noun and phrasal verb:



## The rat race

a way of life in modern society, in which people compete with each other for power and money



## Take [time] off

to have a period of time as a break from work

### Examples:

- ✓ *He decided to get out of **the rat race**, and went to work on a farm.*
- ✓ *I've decided to take a few days off because of stress.*

**Make a sentence using either the given noun or phrasal verb.**



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**Structure:**

**S + delegate + somebody + to do something.**

**Example:** I've been delegated to organize the Christmas party.

**Make a sentence using the given structure.**



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**Pair Work: In 180 seconds, discuss with your partner the benefits of delegation.**

## Suggestions:

- Manager: reduced stress, improved time management, etc.
- Employee: sense of achievement, development of skills, etc.
- Organization: teamwork, productivity, etc.



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# Assessment Form

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Here are some comments on your performance.

Student	Pronunciation	Vocabulary	Grammar
1.			
2.			
3.			
4.			
5.			
6.			

Feel free to ask if you have any questions!



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- ✓ Vocabulary related to delegating tasks to employees
- ✓ **A noun and a phrasal verb:**  
**The rat race**  
**Take [time] off**
- ✓ **Structure:**  
**S + delegate + somebody + to do something.**
- ✓ Discussions about the benefits of delegation



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# Homework

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Complete your mission and find more in related lessons.

<h2>Your mission</h2>	<ul style="list-style-type: none"><li>✓ Take note of what you need to improve (Vocabulary, Grammar and Pronunciation)</li><li>✓ Practice the related lessons in the course browser <a href="#">here</a> (<a href="#">It doesn't apply to all students</a>)</li><li>✓ Take those lessons</li></ul>
<h2>Recommendations</h2>	<ul style="list-style-type: none"><li>✓ <a href="#">106-intonation (#0169)</a></li><li>✓ <a href="#">110-practice reducing sounds (#0186)</a></li></ul>
<p>Rất hài lòng</p>  <p>Nhấn vào ngôi sao để đánh giá</p> <p>Tôi hài lòng nhất</p> <p> Giảng viên</p> <p> Chất lượng kỹ thuật</p> <p> Học liệu</p>	<ul style="list-style-type: none"><li>✓ Please don't forget to rate our lesson today</li></ul>



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