

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?**

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

1. **Workload (n)** /'wɜːrkloʊd/

2. **Burnout (n)** /'bɜːrnaʊt/

3. **Balance (n)** /'bæləns/

4. **Prioritize (v)** /praɪ'ɔːrətaɪz/

5. **Allocate (v)** /'æləkeɪt/

6. **Encourage (v)** /ɪn'kʊrɪdʒ/

Make a sentence using that word.

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



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Wear Your Words

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.*

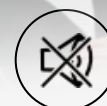
Make a sentence using the given structure.



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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

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

Complete your mission and find more in related lessons.

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



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