

A background image showing a business meeting. Two people are seated at a wooden table. One person is holding a pen and looking at a laptop screen displaying charts and graphs. The other person is holding a pen and looking at a smartphone. A coffee cup is on the table. The image is overlaid with a teal and dark blue geometric design.

# NEW BUSINESS ENGLISH 6

## Lesson 43

### Task Arrangement



# LEARNING GOALS

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- ◆ Task Delegation
- ◆ Task Arrangement



# Warm-up

- ◆ How do you assign the right task to the right person?
- ◆ What things should one consider when arranging a task?







Barry and Clare take responsibility for contacting the manufacturer. Lena makes a final decision on the single person in charge.

## Situational Dialogue

Listen to the audio.

**Lena:** Who is willing to take care of selecting the manufacturer?

**Barry:** Clare and I can handle it. We've cooperated with some manufacturers before, so we can contact them to see who has **idle production lines**.

**Clare:** That's okay with me!

**Lena:** It's great that both of you are so eager. But it will be easier for me to have a single person in charge, even if you divide the work.

**Barry:** In that case, I can be the leader, and Clare can assist me.

**Clare:** No problem! So, I'll take responsibility for gathering information about **alternative** manufacturers, such as their **capacity** and quotations.

**Lena:** Sounds perfect! I'm **counting on** you both for this deliverable.

## Role-play

Do a role-play and answer some questions.

**Lena:** Who is willing to take care of selecting the manufacturer?

**Barry:** Clare and I can handle it. We've cooperated with some manufacturers before, so we can contact them to see who has idle production lines.

**Clare:** That's okay with me!

**Lena:** It's great that both of you are so eager. But it will be easier for me to have a single person in charge, even if you divide the work.

**Barry:** In that case, I can be the leader, and Clare can assist me.

**Clare:** No problem! So, I'll take responsibility for gathering information about alternative manufacturers, such as their capacity and quotations.

**Lena:** Sounds perfect! I'm counting on you both for this deliverable.

# Learning Goal

## Task Delegation

When we hope to make decisions on who holds a specific task/ responsibility, we can say...

- **Who is willing to take care of (task)?**
- **You'll take responsibility for (task).**
- **I'm counting on you to do (task).**
- **I'm trusting you to accomplish (task).**

Example sentences:

- Who is willing to take care of contacting the supplier?
- You'll take responsibility for selecting the product design.
- I'm counting on you to finish the report by 5 pm today.
- I'm trusting you to accomplish the presentation as soon as possible.

### How to Delegate Effectively

- Solicit questions, reactions, and suggestions.
- Listen to the employee's comments.
- Express confidence in the employee's ability.

# Learning Goal

## .∴ Task Arrangement

Having an organized arrangement is necessary as it helps project managers keep everything in flow. One common way of arranging tasks is by using a **spreadsheet**.

Team	Tasks	Person in charge
Production Team	Selecting manufacturer	Barry
	Gathering information about alternative manufacturers	Clare
Graphic Design Team	Planning the design	Jeffy
	Layouting the design	Tom

**Sample task description:** Barry is in charge of selecting the manufacturer.

**Q1:** What will Clare take care of?

**Q2:** What are the specific tasks of the members of the Graphic Design Team?



# Oral Practice

## Scenario:

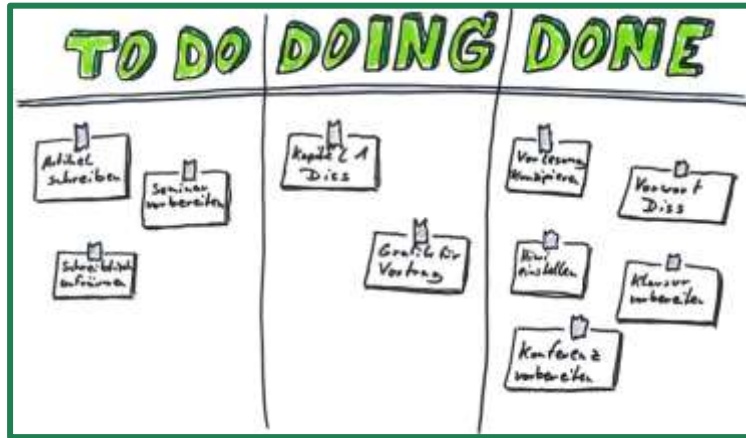
You are the manager and there will be an upcoming product launching event next season. Have a meeting with your colleagues and delegate the tasks.



## ∴ Key expressions to express task delegation:

- *Who is willing to take care of (task)?*
- *You'll take responsibility for (task).*
- *I'm counting on you to (task).*
- *I'm trusting you to accomplish (task).*

## ∴ 2 Popular Tools for Arranging Tasks



### Kanban Board

This tool visually depicts work at various stages of a process with the use of **cards** to represent tasks and columns to represent each stage of the process.

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TASK	START DATE	END DATE	DUE DATE
Proofreading and editing manuscripts	3/1/2020	3/8/2020	3/9/2020
Submitting edited files to authors	3/9/2020	3/10/2020	3/10/2020
Reviewing and accepting author comments	-	-	3/17/2020
Arranging page layout	-	-	3/20/2020
Sending to graphics department	-	-	3/22/2020
Final editing and reviewing	-	-	3/26/2020
Submitting to publishing	-	-	3/28/2020
	-	-	3/29/2020
	-	-	3/30/2020

### Spreadsheets

Due to spreadsheets' flexibility, they're an especially great way to manage a ton of projects and tasks. You can make different **sheets** for different types of tasks.



1. In your opinion, what are the pros and cons for each tool?
2. What other tools for task arrangements do you know?

# Overview

## Keywords and expressions:

*idle/ production lines/ alternative/ capacity/ counting on*

## **Task Delegation**

- *Who is willing to take care of (task)?*
- *You'll take responsibility for (task).*
- *I'm counting on you to (task).*
- *I'm trusting you to accomplish (task).*

*Made by Keanu  
Proofread by Leras*

