



Unit 5 Lesson 6 - If you have any questions, kindly check this manual.



Encircle the comparing or contrasting word/s in each sentence.

1 Her bag is the same as the bag displayed in that store.

2 Both Adam and Lucy failed the examination.

3 He is 60 years old, whereas his wife is 43 years old.

4 The two experiences aren't comparable.

5 My sandcastle is taller than my brother's.



Learn today's sentences.

Focus

- How to Delegate Tasks



Key Expressions

- If you have any questions, kindly check this manual I organized.
- In case you encounter some problems, discuss them with the team immediately.

Listen to the teacher and repeat.



delegate



manual



organized



uneasy



exceptional



Aya delegates the new project to Jenny. She is giving her all the necessary details needed.


Aya: Here are all the visual concepts that the team has considered for this project. **If you have any questions, kindly check this manual I organized.**

Jenny: Thanks for keeping them organized. I'm a bit uneasy about taking on this big project.

Aya: You did exceptional work last time, so I trust you'll do well with this task, too.

Jenny: I hope I can meet the expectation of our client.

Aya: **In case you encounter some problems, discuss them with the team immediately.** You will surely learn a lot from this.



Learn the tips.

DELEGATE

To entrust a task or responsibility to someone in a lower position.

Tips on Delegating Tasks

- 1 Choose the right person.
- 2 Provide helpful instructions.
- 3 Aim to develop your members' skills.
- 4 Trust your team.
- 5 Offer support.

Sample Phrases

- *Here are all the concepts you can use.*
- *You will surely learn a lot from this.*
- *In case of problems, ...*
- *Feel free to ask for help.*
- *You did great last time, so I trust you will do the same with this project.*



Learn the grammar.

Phrases you should **NOT** use

- ⊗ I know you haven't finished that section yet, but this needs to be done right now!
- ⊗ Well, this is actually a super-easy task to do; anyone can do it.
- ⊗ That's not the way I would have done it.
- ⊗ I'm going on a business trip for a week. By that time, things need to be done.
- ⊗ This is not exactly what it's supposed to be, but OK, I'll finalize it on my own.

How will you improve these *delegating expressions*?





Situation: You will attend a business meeting next week and the team has some tasks that need to be completed. Delegate responsibilities to your members.

Use the expressions:

Here are all ...

You will surely learn a lot from this ...

Feel free to ask ...



Read what we learned today.



- **Word Focus**

- delegate manual organized
- uneasy exceptional

- **Expression Focus**

- ■ How to delegate tasks
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