



Unit 5 Lesson 7 - You have made my stay here memorable.

Read the checklist below and tick (✓) your answer.

Questions	Yes	No
1. Do you spend most of your time completing tasks that require your specific level of skill and authority?		
2. Do you assign tasks to people in a lower position who are capable of completing them successfully?		
3. Do you have trust and confidence in the ability of your staff members to complete job assignments successfully?		
4. Do your staff members know what you expect of them?		
Analysis		
<p>If you answer “yes” to at least five questions, you are doing well at delegating. If you answer “no” to three or more questions, you may want to enhance your delegation skills. For those questions to which you answer “no”, you may need to identify how to change the behavior and practice it the next time you delegate an assignment.</p>		

Learn today's sentences.

Grammar Focus

- thank/ grateful for + noun/ gerund
- appreciate + noun/ pronoun



Key Expressions

- You have made my stay here memorable.
- I am grateful for the opportunity to present and enhance my potential.

Listen to the teacher and repeat.



man of the hour



showcase



friendship



heart-warming



At the farewell party, Bo expresses his gratitude to his team and the boss before leaving.

Mr. Tanaka: Before we continue the party, I'd like to hear some words from the man of the hour himself, Bo!

Bo: Thanks, Sir. Let me start my short speech by thanking all of you here present at this farewell party. **You have made my stay here memorable.** I would also like to express my gratitude to Home Gizmos. **I am grateful for the opportunity to present and enhance my potential.** Mr. Tanaka, thank you for being a good leader I can depend on. All my colleagues, I appreciate the friendship we have made.

Mr. Tanaka: Thank you for that heart-warming speech, Bo. We are also obliged to all your efforts for the company. We wish you all the best. Cheers!



Learn the expressions.

Expressing Gratitude

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Informal

- Thanks a million.
- Thank you very much.
- I can't thank you enough.
- I owe you one!

Formal

- Thank you for your consideration.
- I appreciate your assistance.
- Many thanks for giving me this opportunity.
- I'm obliged to your help.

What other **expressions of gratitude** can you think of?

 Learn the structures.

- “**Thank**” or “**grateful**” is used for most cases.

+ noun/ gerund

Thank you for being a good leader.

I am **grateful for** the **opportunity** to showcase and enhance my potential.

On what occasions do we **express** our **gratitude**?

- “**Appreciate**” is used when we **enjoy the true worth** of something.

appreciate + noun

We also **appreciate** all **your** efforts for the company.

I really **appreciate the friendship** we have made.



Make appropriate sentences according to the situation.

- 1 You are thankful for your friend because she helped you with the report.

- 2 You want to show appreciation to your client because he believed in you.

- 3 You were able to enhance your skills because of your boss' guidance.

- 4 You recognize your team's effort in reaching last month's quota.



Situation:

You must submit the financial report to your boss today but you are tasked to meet a client. Express gratitude to your colleague who offered help.



Read what we learned today.



- **Word Focus**

- man of the hour showcase
- friendship heart-warming

- **Grammar Focus**

- ■ thankful/ grateful for + noun/ gerund
- ■ appreciate + noun/ pronoun