

A background image showing a top-down view of several people's hands stacked together in a circle on a wooden conference table. The hands are of various skin tones, representing diversity. Some people are wearing watches. The image is partially covered by a large yellow and blue geometric overlay.

# **NEW BUSINESS ENGLISH 5**

## **Lesson 14 On Leave**



# LEARNING GOALS

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- ◆ Taking a Leave of Absence
- ◆ Delegating a Task





# What would you say?

**Scenario:** Imagine you are going on a trip next week. Ask for the approval of your manager for you to go on leave for a couple of days.



What do you want to discuss with me?

## Situational Dialogue

- ▶ Selena talks to Ms. Chen and Kenzo about her leaves.

**Selena Leroy**





**Jia Chen**



**Kenzo Hara**








Hi Ms. Chen! I would like to apply for a 5-day paid leave starting Monday next week. I plan to visit my parents in France, and I have to leave this Saturday.

I don't see any problem with that but what about your tasks on those days? Do you have a backup?



I have already finished some tasks ahead of time, but there are still some remaining ones. Kenzo, can I have a quick word with you later? I am going to need your help with some tasks.

No worries, Selena. As long as you throw light on those tasks, consider them done.







Thank you so much for  
taking over, Kenzo.



## Key Vocabulary

Learn the new words and answer the questions.



### backup

*(n.) someone who serves as a substitute or support*

e.g. I am tasked to be Mr. Taylor's **backup** when he leaves for his trip.



### throw light

*(i.) to make it possible to understand something or know more about it*

e.g. My client is trying to **throw light** on the requests he made.



### take over

*(phr. v.) to begin to have control of something*

e.g. I am now **taking over** the tasks of our leader because he is sick.



## Dialogue Review

Have a role play and answer the questions.



*Selena talks to Ms. Chen and Kenzo about her leaves.*

**Selena:** Hi Ms. Chen! I would like to apply for a 5-day paid leave starting Monday next week. I plan to visit my parents in France, and I have to leave this Saturday.

**Ms. Chen:** I don't see any problem with that but what about your tasks on those days? Do you have a **backup**?

**Selena:** I have already finished some tasks ahead of time, but there are still some remaining ones. Kenzo, can I have a quick word with you later? I am going to need your help with some tasks.

**Kenzo:** No worries, Selena. As long as you **throw light** on those tasks, consider them done.

**Selena:** Thank you so much for **taking over**, Kenzo.



*Selena talks to Ms. Chen and Kenzo about her leaves.*

**Selena:** Hi Ms. Chen! **I would like to apply for a 5-day paid leave starting Monday next week.** I plan to visit my parents in France, and I have to leave this Saturday.

**Ms. Chen:** I don't see any problem with that but what about your tasks on those days? Do you have a backup?



## **1. Taking a Leave of Absence**

**Selena:** I have already finished some tasks ahead of time, but there are still some remaining ones. Kenzo, can I have a quick word with you later?

**I am going to need your help with some tasks.**

**Kenzo:** No worries, Selena. As long as you throw light on those tasks, consider them done.

**Selena:** Thank you so much for taking over, Kenzo.



## **2. Delegating a Task**



## Learning Goals

Learn the key expressions and sentence structures.

### ∴ Taking a Leave of Absence

- I would like to apply for a leave on/ from ... to ...
- I would like to ask for your permission and approval to be on leave on ...
- I would like to kindly ask for your approval for my leave on ...

Example Sentences:

- I would like to apply for a leave on Wednesday.
- I would like to apply for a leave from Monday to Thursday next week.
- I would like to ask for your approval for my leave on Friday next week.
- I would like to kindly ask for your approval for my leave on the 10<sup>th</sup> of October.



*What are your common reasons for applying leaves?*

## Learning Goals

Learn the key expressions and sentence structures.

### ∴ Delegating a Task

- I am going to need your help with ...
- I'd like you to start this job/ task/ assignment + (time)
- I want you to work on/ with + (something/ someone)

Example Sentences:

- I am going to need your help with the tasks when I go on a business trip next week.
- I'd like you to start these tasks as early as next week.
- I would like you to work on the project we just started recently.
- I want you to work on the job with Mr. Johnson, a member of the Design Department.



*Is it common in your department to delegate tasks?*



# Semi-open Dialogue

Have a role play.

**Scenario:** Your trip will be on Monday next week. You are going to apply for a leave of absence. Ask for the approval of your manager.



∴ You can refer to the following expressions:

- **Taking a Leave of Absence**

I would like to apply for a leave on/ from ... to ...

I would like to ask for your permission and approval to be on leave on ...

I would like to kindly ask for your approval for my leave on ...

Learn the common types of leaves.

## Common Types of Leaves



Annual Leave



Sick Leave



Casual Leave



Bereavement Leave



Maternity Leave



Paternity Leave



Marriage Leave



*What are the other types of leaves in your company?*



# Overview

## Keywords and expressions:

*backup/ throw light/ take over*

*I would like to apply for a leave on/ from ... to ...*

*I would like to ask for your permission and approval to be on leave on ...*

*I would like to kindly ask for your approval for my leave on ...*

*I am going to need your help with ...*

*I'd like you to start this job/ task/ assignment + (time)*

*I want you to work on/ with + (something/ someone)*

