

LEARNING GOALS

- 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.



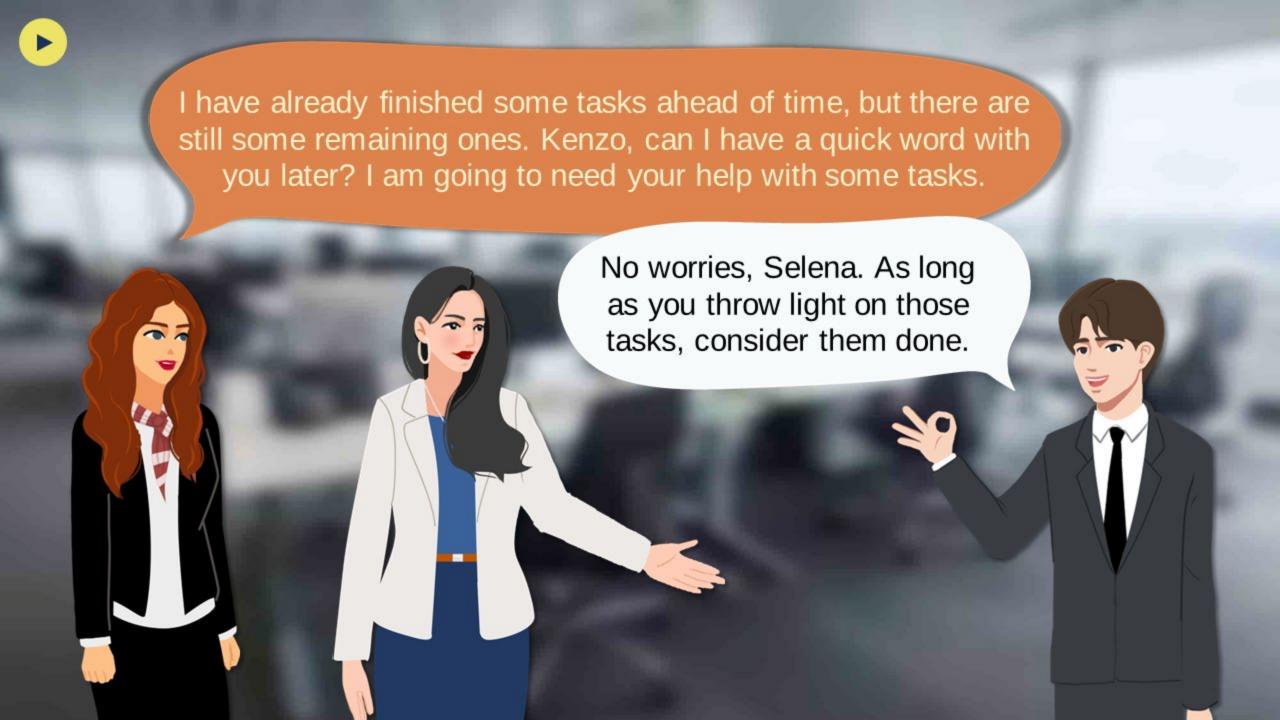
Situational Dialogue

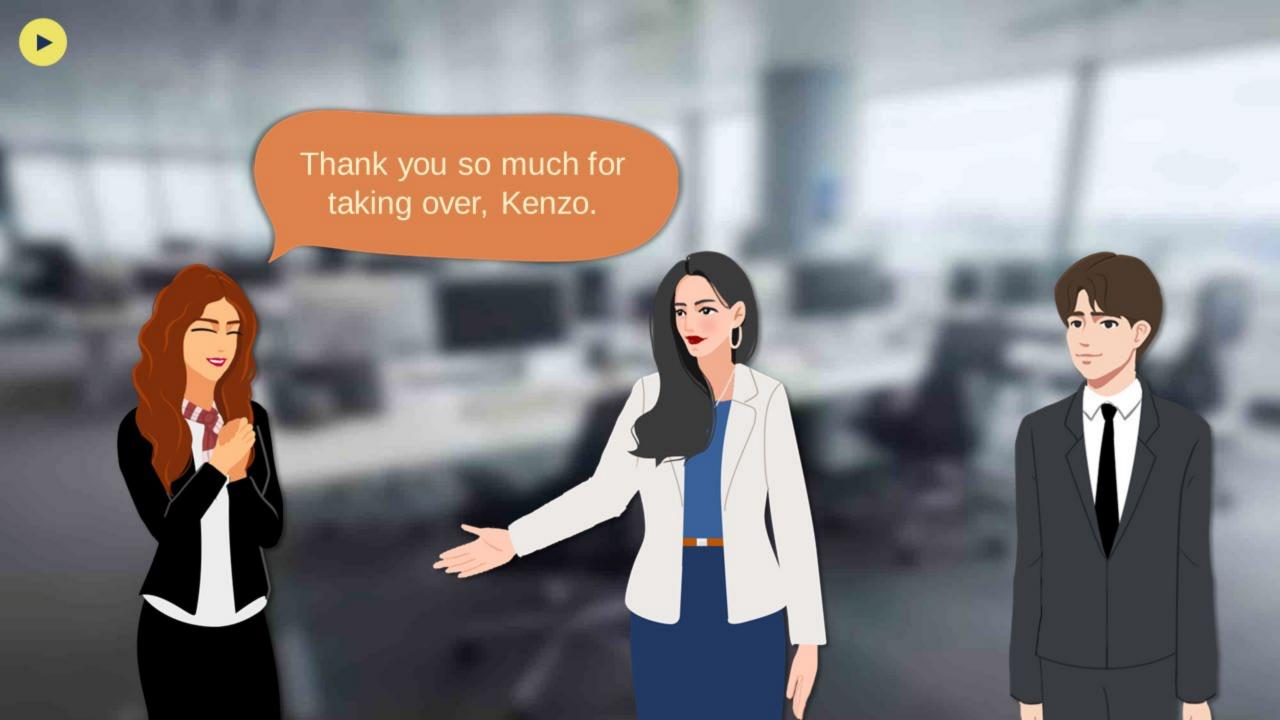
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Selena talks to Ms. Chen and Kenzo about her leaves.









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.

Learning Goals

Let's check the learning goal!



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.

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



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 10th of October.



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.



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 ...

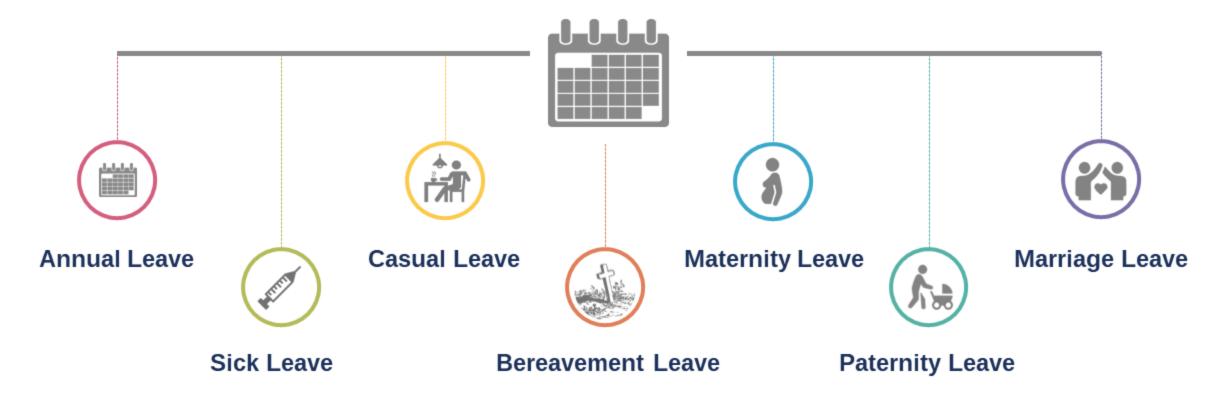
I would like to ask for your permission and approval to be on leave on ...

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

Coffee Break

Learn the common types of leaves.

...: Common Types of Leaves





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/ assig

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

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



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