

UNIT 13

Assigning a Task



I. Express Yourself



II. Vocabulary

Read and familiarize yourself with the following word/s or phrases.

outing

foursome

coordinate with

sales force

contact person

III. Conversation Practice

Practice the conversation with your teacher by doing a role play.

Steve: Mark, can you come in for a minute? I have a project I'd like you to work on.

Mark: Sure. What do you need?

Steve: I want to host a golf outing for our best clients and I'd like you to organize it.

Mark: That sounds fun. When do you want to do it?

Steve: The date will be June 14th. I want to have eight foursomes participating. Each foursome should be hosted by someone from our company.

Mark: OK, so that leaves room for twenty-four clients.

Steve: Exactly. We should invite them for golf followed by dinner.

Mark: Which golf club would you like to use?

Steve: I already reserved Winged Foot Country Club for the day. I need you to coordinate with the sales force to get an invitation out as soon as possible.

Mark: Sure, I'll do that today. I can also set up some competition and prizes if you want.

Steve: Yes, let's do that. I want everyone to have fun. Here's your contact person at Winged Foot. He'll help you with all the details.

Mark: I'll call him today.

Steve: Let's hope we get good weather that day. By the way, you're hosting one of the foursomes.

Mark: Great! I was hoping I could play. I'll start immediately and get the invitations out by next week.

 **Comprehension Check**

1. What will they do on June 14th?
2. What is/are Mark's task(s)?
3. What are they going to do during the outing?
4. Who will assist Mark with the invitation?



<p>Can you come in for a minute?</p>	<p>Can/Could you come over here? Come here for a minute. Come here a second/sec.</p>
<p>That leaves room for...</p>	<p>opportunity or scope for something to happen or be done, especially without causing trouble or damage</p>

IV. Exercises

 **Exercise A**

Vocabulary Building

Fill in the blanks with the correct words from the box.

outing foursomes coordinate with sales force contact person

1. We need three _____ to do this activity.
2. Jane should _____ Bob in finishing the project.
3. The _____ is responsible for the increase of sales.
4. I need to know the _____ so I can ask for more details about this product.
5. Employees need an _____ so they can have time to have some fun.

 **Exercise B**

What are their tasks/duties?

a. teacher	f. policeman
b. nurse	g. Human Resource staff
c. engineer	h. lawyer
d. scientist	i. supervisor
e. firefighter	j. president

 Exercise C

You will divide and assign the tasks to your co-workers. Which tasks would you give to the following people and why?

2 New Employees

3 Junior Staff

3 Senior Staff

TASKS:

- *Organize a meeting*
- *Hold a meeting*
- *Make a presentation for the clients*
- *Make a product proposal*
- *Check the schedules and appointments*
- *Make appointments with clients*
- *Organize a business trip for the company's representative*
- *Visit a client's office*

 **ROLEPLAY**

Think of a sample project and assign tasks to your members.

