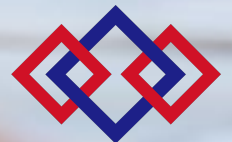


*Professional  
English*

# **BUSINESS ENGLISH FOR MANAGERS**

*Working with teams to  
delegate and assign tasks  
and set deadlines*



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# to delegate

## MEANING

Managers 'delegate' work to their team to make productive use of their time and to achieve business objectives. To delegate means to give work or tasks to other members of a team.

To be an effective leader or manager, you must delegate. In fact, delegation is one of the most important skills a good manager needs.

Managers can delegate tasks, work and responsibility. A manager can even delegate her authority.

## HOW TO USE IT

### to delegate a task

A manager uses 'delegate' when she wants one of her team to do something, for example, to complete a project. When a manager delegates a task, that means the other person is responsible for completing that task.

*For example: "Janet, I want to delegate an important task to you. I'd like you to update the information on our website."*

### to delegate responsibility

When a manager delegates responsibility, that means that her team member is responsible for completing a task. This person might have to supervise others to complete the task.

*For example: "Peter, I'd like to delegate responsibility to you. I want you to go to Thailand and work with the management team to train the sales staff."*

### to delegate authority

When a manager delegates her authority, that means that she is giving her power to someone else, which allows that person to make decisions on her behalf without asking her.

*For example: "Tom, I want you to go to Hong Kong and supervise the marketing team. I'm delegating my authority to you so you can make decisions without asking me."*

# to assign a task

## MEANING

Business leaders and managers assign work to their teams to make sure that they can complete their work and meet their business objectives.

The verb 'to assign' is a professional way to say to give work to employees or team members. Managers can also use the verb 'to delegate' when giving work to their team members.

## HOW TO USE IT

### **to assign a task / a project**

When a manager assigns a task, she tells one of her team to do something, a project, for example. A good manager assigns tasks with clear deadlines.

*For example: "Henry, I'd like to assign you a task. I'd like you to contact our customers in Hong Kong and ask about our new products."*

### **to assign someone the task of ..... ing .....**

This is a common sentence used by managers when they are asking a team member to complete a task. This is a professional way to give an employee a job to do.

*For example: "Linda, I'd like to assign you the task of updating our marketing materials. And Tom, I'd like to assign you the task of arranging staff training next month."*

### **to give you an assignment / to complete an assignment by .....**

This means that a manager is asking an employee to do something using the noun assignment. The team member needs to finish this task on time.

*For example: Paul, I'd like to give you an important assignment. I'd like you to design sales training for our team. I'd like you to complete this assignment by the end of the month.*

# a deadline

## MEANING

A deadline describes when work or a task must be completed. In some situations, the manager 'set's the deadline and in other situations everyone agrees on a deadline.

A deadline is usually a day and a date. For example, your manager might tell you that you need to finish some work before Friday, May 15<sup>th</sup>.

Managers use deadlines to organize the work of their teams. Having a deadline also means that a manager can check on progress.

## HOW TO USE IT

### **to set a [tough / tight] deadline**

In business, a manager sets a deadline to clarify when someone in his team must complete work or finish a task. Some managers set tough or tight deadlines so their team has to work productively.

*For example: "Mr. Brown set a two-week deadline to submit the sales report. This is a really tough deadline. It's going to be difficult to complete the report in such a tight deadline."*

### **to meet a deadline / to miss a deadline**

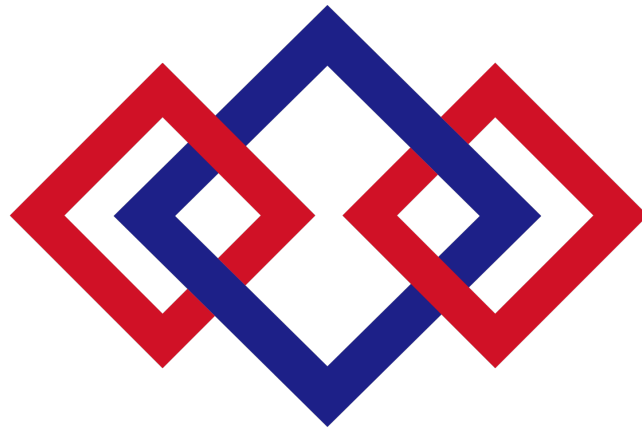
To meet a deadline means that the person has completed his task on time. To miss a deadline means that the task hasn't been completed on time.

*For example: "If we work hard, I believe we can meet the project completion deadline. However, I'm concerned that we might miss the deadline for submitting the final report."*

### **to extend a deadline**

This means that you can't meet your deadline. You need more time to complete a task, so your manager changes the deadline to a later date to give you more time.

*For example: "The deadline for completing this project is very tight. We might need to extend the deadline by one week because I think we won't meet this deadline."*



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