

# What's a task? (And why are they important?)

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Tasks situate language and communication skills in every-day, real-life experiences. Learners and coaches work together to determine how to apply their work in lessons to the learner's workplace. This is critical for helping learners develop the language skills they need to succeed in the workplace.



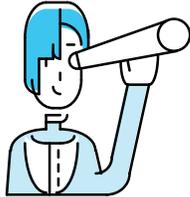
## Pronunciation Tasks

- Introduce yourself to a colleague and engage in small talk
- Interview a job candidate
- Discuss an abstract non-work-related topic with a colleague
- Pitch a new project idea to your teammates



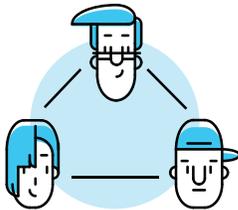
## Presentations Tasks

- Explain highly technical material to a non-specialist
- Prepare a presentation outline with clearly defined sections
- Give a formal, 30-minute presentation to new recruits
- Give a presentation to a room full of colleagues



## Culture Tasks

- Give advice to a colleague in an empathetic manner
- Discuss pop culture or current events with a colleague
- Discuss a non-work-related topic with a coworker
- In a social setting, ask a coworker what she think about an election



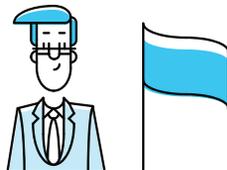
## Interpersonal Skills Tasks

- Discuss your progress for the week in a meeting with your manager
- Share your opinion on the pros and cons of a teammate's project pitch
- Express your opinions and ideas in a brainstorming meeting
- Explain hard to swallow facts during a business meeting



## Writing Tasks

- Give your boss a detailed update on a team project
- Write a compelling email pitch for messaging engineers in the hiring pool
- Write a thorough and high-quality performance review
- Provide a summary with feedback on a meeting you attended



## Leadership Skills Tasks

- Discuss and assess your job performance with your manager
- Give constructive feedback to an engineer you manage
- Moderate a 30-minute panel discussion at a professional conference
- Politely and confidently advocate for yourself (or others)