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Phil

Hello, this is Question and Answer of the week, I'm Phil.

Jiaying

And I'm Jiaying. 本期节目要回答的问题来自听众 Winnie，问题由我来代读。

Question

你好，查询发现“delegate、contract out、commission”都有“委托”的用法，请问在使用中有哪些差异呢？

Phil

This is a really good question – because these words are easy to confuse.

Jiaying

虽然这三个词或搭配各有不同的含义，但它们都可以表示“委托某人帮你做某事”。

Phil

Let's start by looking at 'delegate' – it simply means to get someone to do some work instead of you.

Jiaying

动词“delegate”的意思是“委派”，强调“把工作交给他人做”。听两个例句。

Examples

The secret of good management is knowing when you can delegate tasks to your staff.

（优秀管理的秘诀是知道何时可以将工作任务委派给员工。）

I think you're good with this, so I'm going to delegate all the marketing of this product to you.

（我认为你在这方面很在行，所以我准备把这个产品的所有营销工作交给你做。）

Phil

We often talk about managers delegating work – it's when they give one of their tasks to someone else to do.

Jiaying

是的。要记住两个要点：第一，如果一位管理者“delegates a task to someone（将一项任务委派给某人）”，那么这项任务通常本来会是经理亲自完成的；第二，动词“delegate”通常表示“将任务委派给同一公司或组织内的人”。而其它两个词则没有这两层含义。

Phil

Let's look at the next one – 'contract out'. The meaning that we're looking at for 'contract out' is when one company pays a different company to do some work for them.

Jiaying

搭配“contract out”的意思是“合同外包，把某项工作承包出去”。听两个例句。

Examples

The hotel contracted out the cleaning to a service company.

（酒店把清洁工作承包给了一家服务公司。）

Lots of large companies have contracted out their payroll services.

（许多大公司已将其工资发放服务外包出去了。）

Phil

So, often when we talk about contracting out, we're talking about something that a company would previously have done themselves, but have found it more efficient to pay a different company to do it.

Jiaying

从这个角度来看，“contract out”通常是“公司将工作承包给另一家公司”，而上面我们讲过的“delegate”则通常表示“将工作委派给公司内部的另一个人”。最后，我们来看动词“commission”。

Phil

OK – so if you commission a piece of work, you ask and pay someone to do it for you.

Jiaying

动词“commission”的意思是“正式委托某人完成一项工作，并支付其相应的报酬”。听两个例句。

Examples

We've commissioned some original artwork to make our offices look nicer.

(为了让办公室更美观，我们委托他人制作了一些原创艺术品。)

I've been commissioned to produce a report on the business.

(我受委托撰写一份关于这家公司业务状况的报告。)

Phil

We often use 'commission' to talk about a special, one-off piece of work, and it's usually produced by someone outside the original institution. It's often something that the original organisation couldn't do for themselves.

Jiaying

没错，这就是动词“commission”的特殊之处。如果你“commission”一项工作，那么通常是因为完成这项工作需要特殊的技能或知识，而且这常常是一次性的委托，比如一件艺术品或一篇文章。

Phil

OK, to sum up – 'delegate' is to ask a person to do one of your tasks. A company might 'contract out' some of their work to another company, while they might 'commission' something special.

Jiaying

动词“delegate”的意思是“将任务委派给另一个人去做”；搭配“contract out”的意思是“将工作外包给另一家公司去做”；而动词“commission”的意思则是“正式委托某人做一项需要特殊的技能或知识才能完成的工作”。

希望通过我们的讲解，大家对“delegate”、“contract out”和“commission”之间的主要区别有了更深的理解。

Phil

Remember that if you have a question you'd like us to answer, you can email us at: questions.chinaelt@bbc.co.uk

Jiaying

你也可以通过微博私信的方式把问题发给我们，我们的微博账号是“BBC 英语教学”。谢谢收听本期“你问我答”节目，我是佳莹。Bye, everyone!

Phil

Bye!