

## **One**

Oh, hi Maria. Have you got a minute? There's something I'd like to ask you.

Well, sure. Is something the matter?

Well, yes. Remember that job I told you I'd applied for? Well, they've asked me to come in for an interview next Monday. The problem is, I'm supposed to be working that day. What do you think I should do?

Well, if I were you, I wouldn't say anything. Just tell your manager that you need to take the day off for personal reasons.

But what if he asks me about my personal reasons?

## **Two**

We need to decide where we're going to hold the sales conference. Does anyone have any suggestions?

Couldn't we do it in the same place as last year? It was perfect and it has all the facilities that we need.

I know, but the only problem is they don't have enough rooms available for the whole week.

## **Three**

I have received another complaint about Bob Stewart. He's been coming in late for work again.

Again! I thought you warned him about that just a couple of weeks ago?

I did, but it doesn't seem to make any difference.

It can't go on like this. I really think that you should send him a written warning this time.

You're right. I'll write to him tomorrow.

## **Four**

Have you seen the latest sales figures? They're down on last month.

I know. We expected them to fall but not by that much. What do you think we can do about it?

Why don't you call a meeting of all sales staff and make it absolutely clear to them that if they don't generate more business, there'll be no bonus this year.

OK, let's try that. That might do the trick.

## **Five**

How long is it going to be before you finish drawing up the proposal?

I don't think we'll have it ready before the end of next week at the earliest.

That's not soon enough. We absolutely need to get it out by the end of this week.

In that case, it might be better to get some more people involved.

It's a good idea, but I'm afraid we can't afford it.

## **Six**

Is there any way we could change the schedule? We'll never have time to get through all this in one morning.

That's going to be difficult, especially as we have another meeting immediately after lunch.

Well, what about dealing with the most urgent matters first and just leaving the rest until later?

Sounds good to me. We'll do that, then.