

One

Hi, Sally. I've been looking for you.

Oh, hi Tom. What can I do for you?

We're falling behind schedule on the new project and I was wondering whether you could do some overtime this week?

Sure, how much do you need?

Two

Alan, it's Michelle. I'm on holiday next week so I'm doing my monthly report early. I don't suppose you could give me your report early as well, could you?

Shouldn't be a problem. I'll do it tomorrow.

Three

So, Peter, we need to cut costs by at least ten per cent?

It looks that way, yes.

Would you mind putting together a brief report identifying a few areas where we can make some savings?

OK. When do you need it by?