

Discussing the progress:

- Ben, I _____ the SNT project.
- Ah yes. _____ recruitment exactly?
- Well, we _____ 20 candidates.
- That's good. Can you give me their CV's?
- I _____ them to you last week. _____ at your e-mails?
- No, sorry, Natasha. I _____ of time this week.
- Well, time _____. I need to call the candidates early next week to _____ the interviews.
- Well, I'll read everything this weekend. Don't worry. _____ me.
- And _____ the interviews at the end of the month? _____ when you are free. I'll _____ you for 2 or 3 days.
- Well, I'm not _____ at the moment. I've got one _____ meeting at SNT that week, but I _____ what date _____.
- Look, Ben, the interviews are very soon. _____ Monday morning _____?
- Ok, ok, I'll do it. By the way, _____ the job descriptions yet?
- No, I _____ time. I want to work on it this afternoon. I also need to speak to the MD about salaries and benefits. It seems that you and he don't agree.
- I _____ a meeting with him this afternoon.
- Ok, so can you _____ the salaries issues when you see him?
- No problem.
- Thanks, Ben. So that's salaries to discuss this afternoon, CV's to read this weekend, and your _____ for interviews by Monday morning. You won't forget all that?
- No, I won't.