

Giving and responding to instructions

Complete the conversations between a manager (Anna) and two of her team (Marco and Sylvia) using the phrases in the box.

bring me up to speed can certainly do that can't compromise leave it with me
my hands are tied no room for manoeuvre you need to meet

Conversation 1

A: How's the Dutch project going, Marco? Can you ¹ _____?

M: It's going well but I don't think we have enough people to meet the deadline.

A: But you have a team of six. Surely that's enough?

M: Well, two of them are very inexperienced and another has been working part-time on another project.

A: I'm sorry, Marco but I have ² _____ on this. We told the customer the price based on a team of six for eight weeks.

M: In that case, can I exchange Charlie for someone like Giulia who has more experience? I know it might be difficult, Anna, but I ³ _____ on this. I need more experience on the team. I'll make the deadline but I need Giulia.

A: OK. I'll arrange it.

Conversation 2

A: Come in, Sylvia. I need some help from you and your team. The customer called and asked if we could finish the project ten days earlier. What do you think?

S: Well ... I think we can finish a week earlier but ten days is a lot to ask.

A: ⁴ _____. I'm sorry. The Sales Director has now agreed on June 7th.

S: Can you give me any extra people?

A: Yes, I ⁵ _____. How about Charlie from Marco's team?

S: Is that OK with Marco?

A: ⁶ _____ this new deadline. I'm sure he'll say yes.

S: So, I can definitely have the extra person?

A: No problem, ⁷ _____.