Lesson 6.3 Communication skills: Transparency in business

Functional language

A Luna is quite a direct communicator. Harry prefers to communicate indirectly. Complete the dialogue using the phrases in the box.

> I don't want to worry you, but I feel
> it could be good to
> it might be a better idea
> it's important to be open, so I
> the information isn't confirmed, but
> there might be some
> to be honest, I don't

Luna: So, when are we going to tell the team that the project budget has been cut?

Harry: ¹_____ wait until the beginning of next week. People are busy and stressed at the moment. We don't want to worry them more.

Luna: Yes, but ²_____ think we should tell them today, after lunch.

Harry: Hmm. I'm not so sure. ³_____ problems with that approach. Not everyone is in today, and they should all find out at the same time.

Luna: Oh, come on Harry. ⁴_____ think it'll be a big deal. The others will find out tomorrow.

Harry: I see your point. OK, but ⁵_____ to send an email to everyone at the same time. That would mean that the people who are in can talk about it and the others will get the news at the same time by email anyway.

Luna: OK. Let's do that. Oh, and another thing. ⁶_____ like our other project is also at risk.

Harry: Oh no. Really?

Luna: ⁷_____ I heard that the management are also looking at the budget for that project, too.