

## Functional language

### Giving and responding to instructions, standing your ground

**1** 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 <sup>1</sup> \_\_\_\_\_?
- 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 <sup>2</sup> \_\_\_\_\_ 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 <sup>3</sup> \_\_\_\_\_ 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:** <sup>4</sup> \_\_\_\_\_. I'm sorry. The Sales Director has now agreed on June 7th.
- S:** Can you give me any extra people?
- A:** Yes, I <sup>5</sup> \_\_\_\_\_. How about Charlie from Marco's team?
- S:** Is that OK with Marco?
- A:** <sup>6</sup> \_\_\_\_\_ this new deadline. I'm sure he'll say yes.
- S:** So, I can definitely have the extra person?
- A:** No problem, <sup>7</sup> \_\_\_\_\_.

### Asking for and giving updates

**2** Choose the correct option in *italics* to complete the team meeting.

- A:** Thanks for coming both of you. It's good to catch up. How are we <sup>1</sup> *meeting / doing* with the Dutch project, Marco?
- M:** Well, George is working full-time on another project this week and Charlie is really finding it hard. We expect to be trying out the prototype next week. What's <sup>2</sup> *doing / happening* with Giulia's transfer?
- A:** Good news. She can start next week on a part-time basis and go full-time from the week after. What's the <sup>3</sup> *progress / latest* on the schedule?
- M:** We are OK to meet the deadline but everyone is working extra hours.
- S:** Same here! <sup>4</sup> *Where / Why* are we with Charlie's situation? Is he moving to my team?
- A:** Yes, next week. Sylvia, can you give me a(n) <sup>5</sup> *draft / update* on the testing phase?
- S:** Yes, my plan is to <sup>6</sup> *finish / agree* creating the new schedule later today and confirm that we can test from June 1st to 6th. It's tight but it fits in with the new deadline. The only <sup>7</sup> *impediment / programme* I see now is staffing. But it's always like that, isn't it?
- A:** It is. Thanks for the updates. I'll <sup>8</sup> *follow / close up* on the staff requests later.