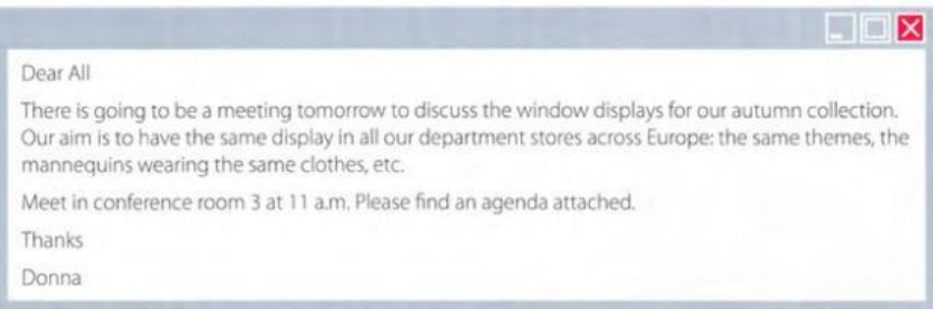


Functions Checking progress; delegating tasks

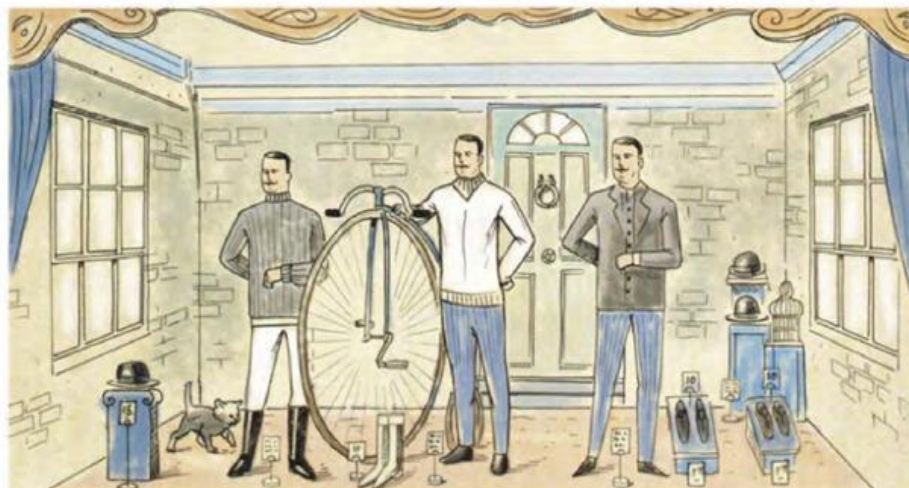
INTRODUCTION

1 Read the email and answer the questions.

- 1 What is the purpose of the meeting?
- 2 What kind of company is this?
- 3 What season are they working on?
- 4 What are 'mannequins'?



2 2.4 Listen to the first part of the meeting referred to in 1. Find three mistakes in the artist's sketch of the window display.



3 2.4 Choose the correct options to complete the sentences. Listen again and check.

- 1 Have we ordered the bikes *still* / *yet*?
- 2 Britta, I / *I'd* like you to handle that.
- 3 Leave it *on* / *with* me.
- 4 *I'd* / *I'm* rather not because I have a lot of other work.

4 2.5 Listen to the second part of the meeting. Complete the notes.

Colin will arrange a meeting with _____¹ suppliers at the beginning of _____².

Last year, the _____³ of the display was wrong. Britta will fix this.

The _____⁴ for the display is on maternity leave. _____⁵ knows another one: Sven Olsen.

5 2.5 Complete the sentences with these words. Listen again and check.

able covered handle leave

- 1 Yes, I can _____ that.
- 2 I won't be _____ to do that because I'll be in New York.
- 3 Have we _____ everything?
- 4 Can I _____ this with you?

Focus

Complete the table with the phrases from 3 and 5.

Checking progress	Delegating
How are we doing with the autumn collection ...?	Who's responsible for the lighting ...? Is anyone free to organize the mannequins?
Agreeing to do something	Saying you can't do something
Yes, I can do that.	I'm not free, I'm afraid.

► For more details and practice, go to the Review section on page 29.

PRACTICE 6 Complete the conversation with these phrases



*I'd like you to Have we covered How are we doing I can do
Is anyone free I won't be able to do that Leave it with me*

Morgan _____¹ with the video for our window display?
 Flavia Everything's going well. We recorded it last week. We should finish editing it next month. Does that sound OK to you?
 Morgan Yes, that's fine. _____² to show the video to our Managing Director tomorrow?
 Flavia Sorry, _____³ because I have an all-day meeting.
 Morgan What about Robert? Can he do it?
 Flavia I'll ask him today. _____⁴. I'll find someone.
 Morgan Thanks. We also need someone to make the final payment for the video production company. _____⁵ handle that too, if it's OK.
 Flavia Yes, _____⁶ that.
 Morgan Thanks. _____⁷ everything?
 Flavia Yes, that's it. ...

7 Rewrite the sentences using the words in brackets.

Example Can anyone do this job for me? (free)
Is anyone free to do this job for me?

- I can do that job for you. (handle)
- I'm busy. (free)
- Who's in charge of recruitment? (responsible)
- Louise, will you organize this job for me? (leave)
- I don't want to go to the meeting because I have too much work. (rather not)