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'?

Dear All

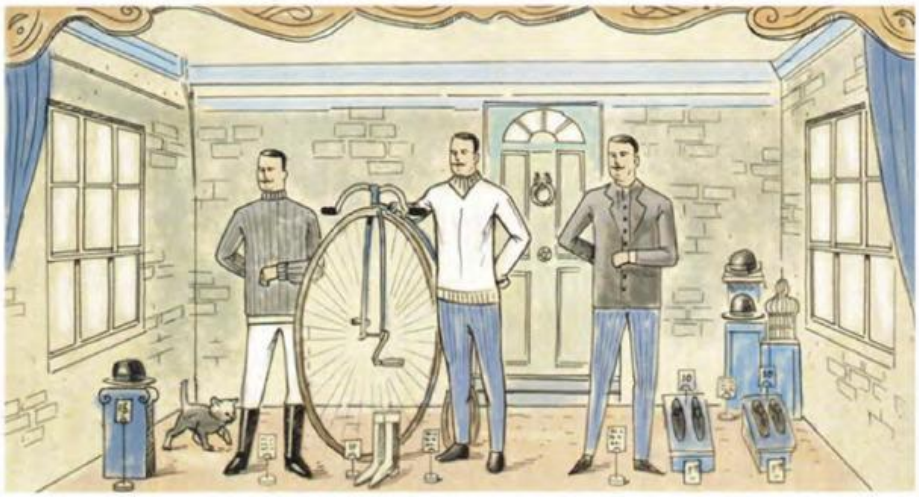
There is going to be a meeting tomorrow to discuss the window displays for our autumn collection. Our aim is to have the same display in all our department stores across Europe: the same themes, the mannequins wearing the same clothes, etc.

Meet in conference room 3 at 11 a.m. Please find an agenda attached.

Thanks

Donna

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?

LIVEWORKSHEETS

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?

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

LIVEWORKSHEETS