



Conversation

Business meetings – Exercise

Fill in the gaps in this conversation.

A: Thank you for coming to see me at such ... **short notice** As you know, Sally, the Marketing Manager, has just, and we need to find a replacement for her urgently. So, I'd like to hear your on this.

B: I it, we have two options: we can promote her assistant or we can someone through our agency.

A:, I don't think her assistant is ready to In my, it would be better to externally.

B: I go you that her assistant is not quite ready to the team yet. However, externally may take too long. There an alternative.

A: We John, the Sales Manager, to into the while we look for a replacement. That would the team for

B: I'm not that would work. There's been some between Sales and Marketing recently. I the Marketing team will be too happy with that.

A: I'm afraid I to with you on that. This could actually help the two departments together. I believe the benefits can easily the



B: I see your, but I still have my I feel we should the other department as well.

A: I have no to that. They may with some ideas that we haven't of.

B: Why don't we call an board meeting to and then the possible solutions to the? does that to you?

A: Yes, that sounds a good plan. But, first, I we talk to John and him on the idea. talk to him or will you?

B: I'm happy way. On second, you'd do it. It is your idea all, and, you're convincing people.

A: I'm not too sure about that! Anyway, let's not get Back to the in So, could you a board meeting I have a with John?

B: Sure. I'll it straight away. Is there any other business we need to now?

A: No, I don't Let's touch again tomorrow.