UNIT 4 QUIZ B AUDIO SCRIPT

Listening 1 Exercise A

Sonia Hi, Michael. Can I talk to you for a minute?

Michael Sure. Anything wrong, Sonia?

Sonia Well, kind of. I think I have taken on too many projects this month. And I've been spending so much time on some of them that I'm starting to fear that I won't be able to finish any of them by the deadline. Even if I continue to work longer hours.

Michael Hmm. Is there any way the team can help you? Maybe some of us could take on some of your projects, for example. Would that enable you to concentrate on the more complex ones and finish them all on time?

Sonia That would certainly help a lot.

Michael OK. So, what about having a meeting about this with the others tomorrow? We could then assess the situation together, decide who can help with each project, and see if we can assist you in any other way. The team might even be able to contribute with suggestions or solutions to some of the problems you are having with the more complicated projects.

Sonia Oh, that would be fantastic. Thank you so much, Michael. I knew I could turn to you for help.

Michael Anytime, Sonia. After all, it's my responsibility to oversee this team and make sure everyone is making the best use of their strengths and not working unreasonable hours.

Sonia And you do that very well, Michael. We are really lucky to work with you.

Michael And I'm lucky to work with you all. Now, do you think you could reserve the meeting room and tell everyone about the meeting?

Sonia Sure. I'll do it right away. Thank you again, Michael.