

Delegating Responsibility

I think _____ should _____

Can you _____

The most important thing is to _____

_____ (*+ing*) is something I can do.

I don't think _____ will have the time to _____.

Let's talk about _____ (*+ing*) next time.

Can anyone tell me why we haven't _____? (use past participle)

I'll get _____ to do that. Can you have _____?

tasks at hand

name

department

Take minutes

Order some coffee

Finish budget proposal

Get letter drawn up

Need to see ideas for new advertising campaign

Interview new people for opening in
_____ dept.

Check tax issue with legal department

Out of coffee, need to get more

Go over contract

get speech written

get information about late order

confirm lunch appointment

cancel dinner appointment

call a meeting

negotiate price

confirm availability

get confirmation

Anne

Jean

Modji

Estelle

Véronique

Bernard

Eric

Sylvie

Stéphane

Rachid

Manuela

Bruno

Accounting

Sales

Marketing

Human resources

Legal

Technical

Customer service

Production

Quality control

Reception

Assistant

I.T.