

Integrated Skills: Reading to Speaking

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Student's name: \_\_\_\_\_



## Difficult Meeting

SARAH: Hey Mark, glad I caught you. You missed quite the meeting this morning.

MARK: Oh no, really? I had a dentist appointment. Was it that bad?

SARAH: Bad doesn't even begin to cover it. It was a complete mess from start to finish, honestly.

MARK: Tell me everything! What happened? I heard some shouting from my office, even with the door closed.

SARAH: You heard shouting? That's how chaotic it was. Well, Mr. Henderson started by saying that the project *\*was\** significantly behind schedule. He sounded quite stressed, mentioning that the deadline *\*was approaching\** fast.

MARK: I can imagine. He always gets like that when things aren't perfectly on track.

SARAH: Then Liam immediately jumped in and complained that he *\*was working\** on three different high-priority tasks simultaneously and *\*couldn't possibly finish\** everything by the deadline. He added that he *\*had been asking\** for more support for weeks.

MARK: Classic Liam. He always overcommits and then blames resource allocation.

SARAH: Exactly. And Maria then asked *\*where the updated project files were\**, because she *\*had not received\** them yet. She said she *\*had been waiting\** for them since last week and couldn't proceed without them.

MARK: Oh, that's a major problem. I thought they were sent out *\*the day before\**. I even saw an email about it.

SARAH: Apparently not to everyone. Mr. Henderson looked completely flustered. He told everyone *\*to focus\** on finding solutions, not just pointing out problems. He also said that complaining *\*wasn't going to help\** anyone at that point.

MARK: Sounds like he was really losing his patience. The pressure must be immense.

SARAH: Definitely. Then David chimed in, trying to be helpful, and suggested that we *\*should consider\** reallocating resources from less critical areas. He said he *\*would be willing\** to help out if needed, offering his team's assistance.

MARK: That's helpful of him. At least someone was trying to be constructive.

SARAH: It was, but then someone from the marketing team, I didn't catch who, exclaimed that it

\*was an absolute disaster\* and that the whole plan \*was flawed\* from the start. They even said that they \*had warned\* us about this months ago.

MARK: Yikes. That's a strong reaction. Did Mr. Henderson just let that go?

SARAH: Not at all. He immediately told them \*not to interrupt\* each other and to keep their comments constructive. He also reminded us that the problem \*was there\* in the initial planning documents, which we all approved, and that we \*had to take\* collective responsibility.

MARK: So he was basically saying, \"You all agreed to this, so deal with it!\"

SARAH: Pretty much. He then asked me \*to prepare\* a revised timeline and a resource allocation proposal by \*the next day\*. He emphasized that it \*was urgent\*.

MARK: Wow, that's a lot of work for you, Sarah. Are you going to be able to manage that?

SARAH: Tell me about it. I also asked him \*if we could get\* an extension on the overall project deadline, explaining that the current timeline \*was unrealistic\* given the issues.

MARK: And what did he say to that? Did he agree?

SARAH: He said he \*would consider\* it, but that it \*was unlikely\* given the external commitments. He mentioned that he \*used to manage\* similar projects with even tighter deadlines and that it \*was possible\* if everyone pulled their weight and collaborated effectively.

MARK: So, no real good news then, just more pressure.

SARAH: Exactly. He also said that the team \*would need\* to work extra hours \*that day\* to catch up, and possibly \*the rest of the week\*. He seemed to imply that our jobs \*were on the line\*. I think he's really feeling the pressure from above.

MARK: I'm glad I missed it, honestly. Sounds like a complete nightmare. I'd rather face the dentist again.

SARAH: You have no idea. I'm just glad it's over for now. Now I have to actually do all the things he asked me to do.

MARK: Good luck with that! Let me know if you need any help. Seriously, I can assist with some of the research if you need.

SARAH: Thanks, Mark. I might take you up on that. I'll probably be working late tonight.