

Masaya: Do you have a minute, Stacy?

Stacy: Sure. What can I do for you?

Masaya: I went over the proposal you sent me a few days ago, and I was very impressed.

Stacy: Thank you. I'm glad to hear that.

Masaya: Yes. I really think we should go forward with this project. I want you to be there at the next executive meeting with me and present it to the board.

Stacy: Really? Wow, thank you, I'd be more than happy to.

Masaya: Great. But first, I'm going to make a few comments on it so you can do some revisions. You need to back up your points with some more data.

Stacy: No problem. When is it due?

Masaya: The meeting is on Thursday next week, so do you think you can send me the revised draft by Monday?

Stacy: Actually, it would really help if you could give me till Tuesday because I'll be at ABC Company's factory all day Monday and won't be coming to the office.

Masaya: Oh, that's right. Tuesday will be fine. I'll send your proposal back with my comments on it within the next hour, so you can start from there.

Stacy: Thank you. I'll get right to work on it.