

Checking instructions - answers

These are some questions Cindy could have asked:

This is what Cindy heard	What should she ask?
Take the budget files down to the general office and give them to Mrs xxxxx.	I'm sorry. Who should I give them to?
Could you ring xxxxx and book me an appointment for Friday?	Who would you like me to ring? or Would you mind repeating the name , please?
I need 20 copies of this by xxxxx.	Sorry, when do you need them by?
Can you check my diary to see when I'm meeting xxxxx?	I'm sorry. I didn't quite catch that. You want me to check the time of your meeting with whom ?
Can you check the stationery cupboard to make sure we have enough folders? We'll need about xxxxx.	How many folders did you say we'll need?
Could you sort out some teas and coffees for the meeting downstairs? We need xxxxx teas and xxxxx coffees.	Sorry, how many teas and how many coffees?

Checking you heard properly:

Supervisor: "We need 10 more of the blue boxes and another 20 red ones."

Cindy could say: "So that's 10 of the blue and 20 of the red."