

Sure! Here's a simple example:

****Manager**:** "Okay team, we need to complete the project by the end of the month. Sarah, you're in charge of the presentation, and Tom, you'll handle the data analysis."

****Sarah**:** "Just to clarify, you want the presentation to include the project timeline and budget details, right?"

****Manager**:** "Yes, exactly. Include both the timeline and budget."

****Tom**:** "And for the data analysis, should I focus on the current quarter's figures or include comparisons with the last year as well?"

****Manager**:** "Good question, Tom. Please include comparisons with last year too."
