Test U 3-4

Choose one word to complete each gap

on	get	within	behind	of
track	ahead	meeting	back	allocate
budget	delegated	resources	task	up
catch	schedule	updates	deadlines	

1. It doesn't matter if your partner has not worked on his part; yet you just need to get _____ with your _____. The manager will check the other's work.
2. We'll have some days off before the inauguration. Everyone worked perfectly and we will complete this _____ _____ schedule.
3. A: I'm glad you're finally back! There was a lot of progress on the new project.
   B: Yes we need to _____ _____ on all the work done here.
   A: I send you some emails so that you could _____ _____.
   B: I saw them but I didn't have time to read them. But now I'm all ears.
4. It's not necessary to ask for a loan, it seems we will be able to stay _____ _____.
5. The problem was that the previous supervisor didn't _____ _____ in a proper way, some areas have more workers than needed and some others ran out of money almost after the project started.
6. We need to hire more personnel to finish on time, we are falling _____ _____.
7. After all the problems that we had with the UNION, our employees finally returned to their activities and now we are _____ on _____.
8. I don't like the way all the tasks were _____. I don't have any experience with budgets, Martha from finance should have been given that task!
9. If you want the project to be on time, Tim is the ideal project manager. He is famous for _____ _____ when it comes to large projects. He has good time management skills.

LIVEWORKSHEETS

1 Complete the conversation with the words from the list.

~~*on track*~~ *happening with* *anyone else* *so far*
we're currently *let's check* *help with* *update me*
let's meet *where are*

Henry Right, so everything's [1] *on track* with accommodation. What's next on the list? Ah yes, before I forget, Melinda, can you contact the car hire people for the VIPs?

Melinda I'd prefer not to if that's OK. I'd do it but I'm really busy with the caterers.

Henry Oh really? What's [2]_____ them?

Melinda The usual problems with menu changes – which is why I can't take anything else on.

Henry As Melinda's busy, is that something you can [3]_____, Martin?

Martin Sure, no problem.

Henry Thanks, Martin.

Martin You're welcome.

Henry And [4]_____ we with replies to the invitations, Rebecca?

Rebecca I've sent them out but [5]_____ waiting for replies from 70 people.

Henry That many? Can [6]_____ help you check if they're coming?

Rebecca No, I can manage. I'll ring them individuall over the next two days.

Henry Thanks, Rebecca. OK Ralph. Can you [7]_____ on briefing the media?

Ralph [8]_____ so good. I've sent out a press release and a few journalists have already confirmed.

Henry Good, so [9]_____ we all know what we're doing. Melinda is dealing with the caterers, Rebecca is handling the invitations, Martin is handling the car hire firm and Ralph has volunteered to deal with the media. OK, if that's everything, [10]_____ again in a week to review progress.

LIVEWORKSHEETS

the Present Perfect or the Past Simple

1 Underline the correct words in *italics* to complete the sentences.

1 I *booked / have booked* the hotel yesterday.
2 *Have / Did* you ever been to India?
3 I live in London now, but I *have lived / lived* in Paris from 2010 to 2012.
4 I *haven't seen / didn't see* him recently.
5 Last year, I *have changed / changed* jobs.
6 *Have / Did* you go to the meeting last week?
7 He *hasn't arrived / didn't arrive* yet.
8 *I asked / I've asked* for this report three times already this week!

2 Complete the sentences with the past simple or present perfect form of the verbs in brackets.

1 Anna _____*has worked*_____ (work) here for ages. She still does the same job.
2 The sales office _____ (close) down over a month ago.
3 The Managing Director _____ (just / organize) a meeting with all line managers.
4 _____ (you / call) him back yet?
5 What time _____ (she / arrive)?
6 I don't think we _____ (ever / meet) before, have we?
7 We _____ (not / take) the opportunity when we had the chance.
8 Things _____ (not / improve) that much since he took over.
9 _____ (you / ever / speak) to the CEO?
10 You know a lot about this company. How long _____ (you / work) here?

3 Complete the conversation with the words from the list.

already *just* *yet*

A The presentation is in two minutes and I still haven't seen Caroline [1]_____.
B Actually, she's [2]_____ arrived – I saw her car arrive a few minutes ago.
A Great. And our speaker has [3]_____ set up in the conference room, so I think we're ready to start once Caroline comes up …
C Sorry I'm late. The traffic was terrible!

LIVEWORKSHEETS

Working with words

1 Replace the words in *italics* in 1–8 with the words from the list and rewrite the sentences.

secure ~~*user-friendly*~~ *handy* *up-to-date* *accurate* *time-consuming* *poor quality* *efficient*

1 Everything about this app is really *easy to understand and operate*.
Everything about this app is really user-friendly.

2 The new café round the corner is a bit expensive, but it's so *convenient* for lunch.

3 How *correct* are these figures? They don't appear to add up.

4 All your information is stored on state-of-the-art servers, so it's very *safe* from identify thieves.

5 You take a numbered ticket at the bank now instead of queuing. It's really *good for reducing the time*.

6 I'd like a report on the situation which is detailed and *says what's happening now*!

7 This new software seems to have made doing the monthly payroll *take up more of my day* compared to the old system.

8 The graphics on this new version are really *not very good given the price*.

LIVEWORKSHEETS

1 Complete the guidelines for designing a website with the correct form of the adjectives in brackets.

To be effective, websites must always score much [1] *higher* (high) in what 'usability guru', Jakob Nielsen, calls 'the three Fs'.

Functional

First of all, a website must be as [2]_____ (easy) to use as anyone else's. Badly-designed sites don't function as [3]_____ (good) as their competitors' and so they lose a lot more business. Another point is that sites which are successful are continually looking at how they can be even [4]_____ (friendly) to the user.

Fast

The second F is to be [5]_____ (fast) than the rest. Customers won't want to use the website if downloading pages on the site is [6]_____ (slow) than on other sites.

Familiar

The final F is familiarity. A site which is [7]_____ (original) than its competitors' may look good, but in the end it will be [8]_____ (popular) if it's similar to other websites and users know how it works and what it does.

LIVEWORKSHEETS

Answer ANY SIX questions below using modifying comparatives.

work in a big team/small team	have a job interview by Skype or by phone / face-to-face	ask for promotion / wait to be promoted	get to work by car / by bike?	keep your desk and computer files tidy / get organized from time to time?
get a university degree/ do an online course?	read documentation from the screen / print it out?	work from home / at the office?	have a lunch alone/ with your colleagues	be told what to do / set your own goals?
work with familiar technologies/ with new technologies	address your weaknesses/ work on your strengths?	see your efforts pay off straight away / work toward an ambitious long-term goal?	have a quick lunch in the office / go out for a lunch?	have teammates just like you/different from you?
give complex instructions to a colleague in writing / meet with them and explain what to do	ask your colleagues for help/ rely only on yourself?	have a badly-paid challenging job/ a better-paid job where you're not learning a lot?	learn a foreign language or a technology in advance or only when you need it?	do overtime all the time/ fail to meet deadlines?

LIVEWORKSHEETS

Complete the conversation with the phrases from the list.

another useful feature is	*it'll let*
the main benefit is	*it's also a lot less*
makes things easier	*make your life easier*
will it let	*that's probably true*

A So, this is the new photocopier. [1]_____ that it's faster and can do larger amounts at one time. [2]_____ time-consuming to use because it's programmable.

B [3]_____ me copy on both sides of the paper?

A Yes, of course. [4]_____ you copy on two sides, put two pages on one side and reduce and enlarge pages. Everything really. I'm sure you'll find it will [5]_____.

B [6]_____, but it still looks rather complicated.

A It might seem like that at first but, in fact, it's very user-friendly and [7]_____.

B What happens if I select this button that shows a double-sided option with a staple?

A Well, [8]_____ that the photocopier can staple pages together.

B Really?

A Yes, try it.

Choose any two items/objects/products/services and write about their features, benefits and drawbacks. Compare them.

LIVEWORKSHEETS