



1. What do the sentences refer to? Complete the gaps with the correct words.

- _____ 1 Can you email the *plan of all the work you have to do and the key dates*?
- _____ 2 We only have a *limited amount of money available for the project*.
- _____ 3 The main problem is that no one knows what anyone else is doing. We need a *situation where everyone works together for this project to succeed*.
- _____ 4 Could you send me regular *reports with the most recent information* about our progress?
- _____ 5 We have to finish the project by a *certain point in time*.
- _____ 6 This project has three main *things we are trying to achieve*.
- _____ 7 I really feel we are making progress now because today we completed a *very important stage* in the project.
- _____ 8 The reason we're behind schedule is because I don't have all the *supplies and human expertise* that I requested at the beginning.

2. Complete these sentences with the correct words for these expressions.

- | | | |
|-------------------------|---|--|
| 1 _____ the deadline | = | finish on time |
| 2 fall _____ schedule | = | make slow progress |
| 3 catch _____ | = | make up lost time |
| 4 be back _____ track | = | return to the original schedule |
| 5 finish _____ schedule | = | finish before the planned date |
| 6 _____ resources | = | make use of people, money and time |
| 7 stay _____ budget | = | spend the right amount of money |
| 8 _____ tasks | = | give people different responsibilities |
| 9 get _____ with a task | = | do a job |
| 10 _____ updates | = | receive reports on progress |

3. Complete the gaps with the correct words.

happening meet again afraid
something everything update
no problem. completed track.

Asking for an update

Can you _____ me on ...?
What's the progress on ...?
How's _____ going?
What's _____ with ...?
Where are we with ...?

Giving an update

We've done/finished/
_____ ...
So far, so good.
Everything's on _____
We're currently (verb + -ing ...)

Delegating

Is that _____ you can help with?
Can anyone else help you?
Would you like to help with that?
I'd like you to help ...
Yes, _____ / I'll do it.
Sorry, but ... / I'd do it, but ... /
I'm _____ I can't do it.

Summing up the action plan

So, let's check we all know what we're doing ...
You're going to ... and I'm going to ...
Let's _____ in two weeks to review the situation/progress.

4. Complete this conversation with the PAST SIMPLE or the PRESENT PERFECT form.

- Jane Hello Samuel, _____ you _____ (you / meet) Frank?
- Samuel No, I haven't. Nice to meet you. Is this your first time in the US?
- Frank I _____ (come) here when I was a student, but that _____ (be) a long time ago now!
- Jane Frank works at our office in Vienna.
- Samuel Oh. I'm afraid, I _____ (never / be) to Austria. I've heard that the skiing is great.
- Frank Yes, our family always spends some of their holidays in the mountains.
- Samuel I love skiing. We're planning our next skiing trip at the moment. _____ (you / ever / be) in Italy, Frank?
- Frank Yes, I have.
- Samuel When _____ (you / go)?
- Frank I _____ (go) about five years ago, with a group of friends. It _____ (be) great there, but if you're going skiing in Europe you should definitely try Austria. I could show you around.
- Samuel That sounds great!
- Jane Sorry to stop you there, but we really need to go now Frank. I _____ (put) you in the office next to mine.
- Frank Sure, let's go. It was nice meeting you Samuel.