

VOCAB AND GRAMMAR REVIEW

Planning

1. Complete the sentences with the best words.

reschedule/meeting	estimate/value	do/research
stick/budget	finished/report	

- Experts _____ the _____ of the deal at 20 million euros.
- We have to _____ the _____ for Friday because the CEO is busy all day Thursday.
- My boss is angry because I haven't quite _____ my sales _____ yet, and she expected it last week.
- We always _____ on our products, so we can prove that they are the safest on the market.
- Our team managed to meet all the deadlines and to _____ the _____ that was allocated to the project.

2. Rewrite the sentences using the verbs in brackets.

- We are going to visit the Trade Fair. (plan)

- We are sure we will make a profit within three years. (expect)

- We are going to launch a new range next summer. (intend)

- We will beat our competitors before long. (hope)

- We are sure we will open three new subsidiaries before long. (expect)

- We are going to open a new sales office in Bratislava. (intend)
