Choose the correct option to complete the responses.

Do you think they can pay the bill?

1 *I'm afraid* / *I'm playing devil's advocate* they're struggling with cash flow problems.

Do you think we should cancel the order?

2 Yes, *I'm concerned* / *for certain* they aren't going to deliver on time.

We've agreed to deliver a month before the deadline.

3 *I don't want to worry you* / *I'm not entirely sure* that was a good idea.

He says he's going to increase the price.

4 *This information isn't confirmed* / *To be honest,* we can't let him do that.

Did you say you think we should ask Darius for help?

5 *It's just a thought* / *No, I'm sorry.* I could be wrong.

Exercise 2

Complete the conversation exchanges with the sentences in the box.

Keyboard instructions

Move

My biggest challenge was meeting the tight deadlines.

Well, speaking openly, I underestimated the complexity.

Next time, we should insist on having more time.

Overall, it's great that we have hit all of our most important targets.

1 I called this meeting because I feel we need to review our progress so far. How do you think we're doing?

Overall, it's great that we have hit all of our most important targets.

2 I'd like to hear your comments on the main challenges.

DRAG ITEM HERE

3 What was the main cause of this?

DRAG ITEM HERE

4 So how do we plan to do things differently from now on?

DRAG ITEM HERE

So how do we plan to do things differently next time?

Which aspects of the project were the most challenging exactly?

5 DRAG ITEM HERE

I had to be very careful with spending in our budget, but I managed it.

6 DRAG ITEM HERE

Next time, I need to dedicate more time to allocating resources.

LIVEWORKSHEETS