

## Working with words

Choose the correct words in *italics* in 1–8.

- 1 We've had a few financial problems, and in addition we've now fallen *ahead of / behind* schedule.
- 2 I've looked at the figures and you've gone *over / under* budget. How do you plan to solve that problem?
- 3 Your *lack of / upfront* planning will help to avoid problems later in the project.
- 4 To avoid delays, we mustn't *miss / make* the deadline.
- 5 We've run *out of / into* a problem. Could we meet this afternoon to discuss it?
- 6 How *unrealistic / accurate* is your forecast for the budget? Can you check it again to make sure it's right?
- 7 Spending in your department seems to be completely *under / out of* control! What can you do to cut costs?
- 8 While we're brainstorming, please propose any ideas you have at all; we have no budget *constraints / problems* at the moment.

Match 9–13 to a–e.

- 9 I suggest you fill in the form now; if not, you'll miss \_\_\_\_
  - 10 Although we planned carefully, we still went \_\_\_\_
  - 11 I'm afraid I made \_\_\_\_
  - 12 We need to make sure this phase of the project stays \_\_\_\_
  - 13 We've run \_\_\_\_
- a a mess of it: I put the figures in the wrong column, and now it's wrong. Sorry.
- b into a few problems, but I think we can solve them easily.
- c on track, otherwise we won't be able to move on.
- d over budget.
- e the deadline.

## Business communication

Complete 14–20 in the conversation with the expressions from the list.

*How about    How far    How's the    What you're  
How are    What do    Why don't*

- A Hi. <sup>14</sup> \_\_\_\_\_ things?
- B OK, thanks.
- A <sup>15</sup> \_\_\_\_\_ launch coming along?
- B We're on track.
- A <sup>16</sup> \_\_\_\_\_ are you with the final design?
- B Well, we've hit a slight problem with the colour.
- A <sup>17</sup> \_\_\_\_\_ you mean exactly?
- B Two of the focus groups don't like the range of colours.
- A Which ones in particular?

- B They say the green is too light, the white looks like the main competitor's and the pink isn't bright enough.
- A <sup>18</sup> \_\_\_\_\_ saying is they don't like any of them?
- B Not exactly. They all like the blue one.
- A <sup>19</sup> \_\_\_\_\_ changing them?
- B That's not an ideal solution. It would put our schedules back. We'd have to postpone the launch.
- A <sup>20</sup> \_\_\_\_\_ we launch the blue one and say it will be available in other colours at a later date?
- B I'm not convinced. It wouldn't be good for our reputation.

## Language at work

Complete 21–26 in the conversation with the present perfect or past simple form of the verbs in brackets.

- A So what are you doing at the moment?
- B I <sup>21</sup> \_\_\_\_\_ (change) companies since I saw you last. I'm with Anateck now.
- A Really? I <sup>22</sup> \_\_\_\_\_ (not / know) that!
- B Do you still work for the same company?
- A Yes, and we're really busy. We <sup>23</sup> \_\_\_\_\_ (just / win) a new contract. So I don't have much time for golf! What about you? Are you still playing?
- B Yes. Actually, we <sup>24</sup> \_\_\_\_\_ (have) a holiday in Dubai last week so I <sup>25</sup> \_\_\_\_\_ (play) there.
- A That sounds great.
- B <sup>26</sup> \_\_\_\_\_ (you / book) a holiday this year?
- A No, not yet. Dubai would be nice though.

Choose the correct option a–c to complete sentences 27–30.

- 27 \_\_\_\_ there haven't been any real difficulties.  
a Up to now    b Yesterday    c A couple of weeks ago
- 28 We received all the offers by the end \_\_\_\_.  
a in the last month    b of last week    c to date
- 29 They haven't made their final decision \_\_\_\_.  
a already    b just    c yet
- 30 He booked the hotel two months \_\_\_\_.  
a already    b ago    c so far

Result \_\_\_\_ / 30 marks

## Unit 3 Speaking test

### Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

### Role-play 1

#### Student A

You gave Student B this 'To do' list.

- Book my flight to Warsaw for Monday evening.
- Book a hotel near to the centre.
- Arrange a meeting with Carole on Tuesday.
- Confirm the venue for the presentation to ATI.

Call Student B

- Ask for an update on each item.
- Clarify any problems.
- Make suggestions for any problems.

cut along this line

#### Student B

Student A is your manager. He/she calls for an update on this 'To do' list. Two items are done (✓) but two are not (✗). The reasons are in *italics*.

- Book his/her flight to Warsaw for Monday evening. (✓)
- Book a hotel near to the centre. (✗) *They are all full.*
- Arrange a meeting with Carole on Tuesday. (✗) *Carole is away until Friday.*
- Confirm the venue for the presentation to ATI. (✓)

Update Student A on each item. Explain any problems and respond to suggestions.

### Role-play 2

#### Student A

Student B is your manager. He/she calls for an update on this 'To do' list. Two items are done (✓) but two are not (✗). The reasons are in *italics*.

- Book caterers for launch party on 18th. (✓)
- Book reception room at gallery. (✗) *This room is booked that night.*
- Invite journalists from all national newspapers. (✓)
- Contact printers to confirm press information for journalists. (✗) *Printers say they were told to print for 28th not 18th, so information won't be ready.*

Update Student B on each item. Explain any problems and respond to suggestions.

cut along this line

#### Student B

You gave Student A this 'To do' list.

- Book caterers for launch party on 18th.
- Book reception room at gallery.
- Invite journalists from all national newspapers.
- Contact printers to confirm press information for journalists.

Call Student A

- Ask for an update on each item.
- Clarify any problems.
- Make suggestions for any problems.

## Unit 3 Speaking test results

Use these forms to evaluate the students.

cut along this line

| Student A<br>Can the student ...?    | Didn't do this<br>(0 points) | Yes, but with some mistakes<br>(1 point) | Yes, did this very well<br>(2 points) |
|--------------------------------------|------------------------------|------------------------------------------|---------------------------------------|
| start and end the call appropriately |                              |                                          |                                       |
| ask for / give an update             |                              |                                          |                                       |
| clarify a problem                    |                              |                                          |                                       |
| make suggestions                     |                              |                                          |                                       |
| respond to suggestions               |                              |                                          |                                       |

Result \_\_\_\_\_ / 10 marks

| Student B<br>Can the student ...?    | Didn't do this<br>(0 points) | Yes, but with some mistakes<br>(1 point) | Yes, did this very well<br>(2 points) |
|--------------------------------------|------------------------------|------------------------------------------|---------------------------------------|
| start and end the call appropriately |                              |                                          |                                       |
| ask for / give an update             |                              |                                          |                                       |
| clarify a problem                    |                              |                                          |                                       |
| make suggestions                     |                              |                                          |                                       |
| respond to suggestions               |                              |                                          |                                       |

Result \_\_\_\_\_ / 10 marks