

# UNIT 11.3

## FURTHER PRACTICE



### 1. Fill in the gaps

ahead of	behind	update	on schedule
over	budget	complete	

1. Can you give me an update? Is the project .....?
2. They're opening early - they're ..... schedule.
3. We're spending too much. We're ..... budget.
4. They're running a month late. They're ..... schedule.
5. The costs are quite low. They're under .....
6. When can you ..... the decorating?

**4. A colleague wrote a memo and wants you to check it. In some of the sentences 1-8 there is one incorrect word. Put a tick (✓) next to the correct sentences and correct the mistake in the other sentences.**

Memo

To: the project team

From: AH, project manager

1. We have a problem with the project. ☒
2. Yesterday the project meeting start at 9am and the team arrived at 9:15. ☐
3. This is not the first time. The team is often early for meetings. ☐
4. Our client is also unhappy. ☐
5. He says that the work is not in schedule. The deadline was last month. ☐
6. And the project is behind budget - it cost \$700,000, not \$650,000. ☐
7. Come to a meeting this afternoon on 3:30 in conference room 6. ☐
8. Don't be late! ☐

Thu Van Bui Ms



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**5. Underline three prepositions that can be used with each word.**

1. under      behind      over      on      budget

2. on      ahead of      in      behind      schedule

**6. Which preposition + noun above has a similar meaning to the following?**

1. on time      = on schedule

2. late      = .....

3. early      = .....

4. at the money available      = .....

5. more than the money available      = .....

6. less than the money available      = .....

**7. Look at the information about three projects and complete the sentences. Use the prepositions above with “”schedule” or “budget”.**

Project A	Project B	Project C
Agreed start date 12th July	Agreed finish date 25th May	Agreed finish date 30th November
Agreed budget \$120,000	Agreed budget £1,5 million	Agreed budget €800,000

1. Project A: spent \$110,000 and started on 23rd August. It was under budget, but .....

2. Project B: finished on 25th May and spent £1.8 million. It was ....., but .....

3. Project C: spent €800,000 and finished on 29th October. It was ..... and .....

*Thu Van Bui Ms*

