



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.