

Listen to the audio again and complete the phrases:

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|------------|--------------|--|
| 1-         | the deadline | = finish on time                         |
| 2- Fall    | Schedule     | = make a 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            |