

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 |