

► **3.1** Samira is telling someone about the volunteer project that she is working on. Listen to these extracts from the conversation and answer the questions.

- 1 Which items in **4** does she talk about?
- 2 What does she say about each one?

► **3.1** Listen again and complete the phrases that Samira uses in column A.

A

- 1 _____ the deadline
- 2 fall _____ schedule
- 3 catch _____
- 4 be back _____ track
- 5 finish _____ schedule
- 6 _____ resources
- 7 stay _____ budget
- 8 _____ tasks
- 9 get _____ with a task
- 10 _____ updates

B

- = finish on time
- = make slow progress
- = make up lost time
- = return to the original schedule
- = finish before the planned date
- = make use of people, money and time
- = spend the right amount of money
- = give people different responsibilities
- = do a job
- = receive reports on progress



► **3.2** Listen again. Underline the verbs in *italics* that you hear.

- 1 I *agreed* / *'ve agreed* the approximate equipment costings with finance.
- 2 *Did you place* / *Have you placed* the order for the equipment yesterday?
- 3 *Did anyone give* / *Has anyone given* their feedback?
- 4 Everyone *replied* / *has replied* before the deadline.

► **3.3** Look at the chart in **1** again and read a later phone conversation between Judith and Dawud. Write the verbs in brackets in the past simple or present perfect and choose the correct adverb in *italics*. Then listen and check your answers.

Dawud Hello?

Judith Hi, Dawud. Just calling to see how things are going. ¹_____ the new equipment _____ (arrive) ²*just / yet*?

Dawud No, it hasn't, but I've ³*just / yet* called the supplier and the truck ⁴_____ (leave) the warehouse this morning. It'll be here around four o'clock.

Judith ⁵_____ they _____ (deliver) everything else on schedule?

Dawud Yes, they did. We ⁶_____ (unpack) most of the boxes ⁷*already / just*.