▶ 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		B
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

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▶ 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.

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▶ 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*.

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