

# UNIT test 3.

# Surname Name Group

## Working with words

Choose the correct answer from the words in *italics*.

- 1 Everything's going according to plan and we're even *ahead of / behind* schedule.
- 2 I've looked at these figures and you're *over / within* budget. How do you plan to solve that problem?
- 3 Your *lack of / upfront* planning shouldn't result in a later breakdown of the project.
- 4 To avoid delays, we mustn't *miss / make* the deadline.
- 5 I've run *out of / into* some money. Can you lend me some?
- 6 How *unrealistic / accurate* is your forecast for the budget? Can you check it again to make sure it's right?
- 7 Spending in your department seems to be completely *under / out of* control! What can you do to cut costs?

### Match 8–13 to a–f.

- 8 Resolve any ... \_\_\_\_\_
- 9 I'd like to check your ... \_\_\_\_\_
- 10 Let's set ... \_\_\_\_\_
- 11 I'm having trouble keeping ... \_\_\_\_\_
- 12 Try to stay ... \_\_\_\_\_
- 13 I'd say everything is running ... \_\_\_\_\_

- a a launch date for the new brand.
- b conflicts as soon as possible.
- c very smoothly since he took over.
- d on track, please - we don't need delays.
- e progress on the project.
- f track of where you are this week.

## Business communication skills

Complete this conversation with phrases from the list.

How about    How far    How's the    What you're  
How are    What do    Why don't

A Hi. <sup>14</sup> \_\_\_\_\_ things?

B OK, thanks.

A <sup>15</sup> \_\_\_\_\_ launch coming along?

B Everything's gone well. No major problems.

A <sup>16</sup> \_\_\_\_\_ are you with the final design?

B Well, we've hit a slight problem with the colour.

A <sup>17</sup> \_\_\_\_\_ you mean exactly?

B Two of the focus groups don't like the range of colours.

A Which ones in particular?

B They say the green is too light, the white looks like the main competitor's and the pink isn't bright enough.

A <sup>18</sup> \_\_\_\_\_ saying is they don't like any of them?

B They all like the blue one.

A <sup>19</sup> \_\_\_\_\_ changing them?

B That's not an ideal solution. It would put our schedules back. We'd have to postpone the launch.

A <sup>20</sup> \_\_\_\_\_ we launch the blue one and say it will be available in other colours at a later date?

B I'm not convinced. It wouldn't be good for our reputation.

## Language at work

Complete this conversation with the present perfect or past simple form of the verbs in brackets.

A So what are you doing at the moment?

B I <sup>21</sup> \_\_\_\_\_ (change) companies since I saw you last. I'm with Anateck now.

A Really? I <sup>22</sup> \_\_\_\_\_ (not / know) that!

B Do you still work for the same company?

A Yes, and we're really busy. We <sup>23</sup> \_\_\_\_\_ (just / win) a new contract. So not much time for golf! What about you? Are you still playing?

B Yes. Actually, we <sup>24</sup> \_\_\_\_\_ (have) a holiday in Dubai last week so I <sup>25</sup> \_\_\_\_\_ (play) there. <sup>26</sup> \_\_\_\_\_ (you / book) a holiday this year?

A No, not yet. Dubai sounds nice.

Choose the correct option a–c to complete each sentence.

27 \_\_\_\_\_ there haven't been any real difficulties.  
a Up to now    b Yesterday    c A couple of weeks ago

28 We received all the offers by the end \_\_\_\_\_.  
a in the last month    b of last week    c to date

29 They haven't made their final decision \_\_\_\_\_.  
a already    b just    c yet

30 He booked the hotel two months \_\_\_\_\_.  
a already    b ago    c so far

Result \_\_\_\_\_ / 30 marks