Business Result

Intermediate (B1)

Unit 3

Exercise 1

Match.

1. allocate	a. on track
2. be back	b. the deadline
3. fall	c. according to plan
4. finish	d. resources
5. meet	e. behind schedule
6. get	f. within budget
7. stay	g. ahead of schedule
8. go	h. updates
9. get	i. time
10. on	j. on with

Exercise 2

Complete the sentences with the phrases from the previous exercise.

1. We did some tasks earlier than planned and we might even _____.
2. It's always difficult to _____ – skilled staff are in short supply.
3. I _____ from the team every two days.
4. We fell behind schedule but we managed to catch up last week and we're _____ now.
5. I have managed to _____, but only just!
6. I'm very happy with the project – so far, things are _____ing _____.
7. I try as much as possible to delegate tasks and trust people to _____ them.
8. The project manager needs to get the project back on track so we can _____.
9. I have to be at work at 8 a.m. and I always arrive _____.
10. The project is _____ing _____.

LIVEWORKSHEETS