

Working with words

Choose the correct words in *italics* in 1–8.

- 1 We've had a few financial problems, and in addition we've now fallen *ahead of / behind* schedule.
- 2 I've looked at the figures and you've gone *over / under* budget. How do you plan to solve that problem?
- 3 Your *lack of / upfront* planning will help to avoid problems later in the project.
- 4 To avoid delays, we mustn't *miss / make* the deadline.
- 5 We've run *out of / into* a problem. Could we meet this afternoon to discuss it?
- 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?
- 8 While we're brainstorming, please propose any ideas you have at all; we have no budget *constraints / problems* at the moment.

Match 9–13 to a–e.

- 9 I suggest you fill in the form now; if not, you'll miss ____
- 10 Although we planned carefully, we still went ____
- 11 I'm afraid I made ____
- 12 We need to make sure this phase of the project stays ____
- 13 We've run ____
 - a a mess of it: I put the figures in the wrong column, and now it's wrong. Sorry.
 - b into a few problems, but I think we can solve them easily.
 - c on track, otherwise we won't be able to move on.
 - d over budget.
 - e the deadline.

Business communication

Complete 14–20 in the conversation with the expressions from the list.

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

- A Hi. ¹⁴_____ things?
- B OK, thanks.
- A ¹⁵_____ launch coming along?
- B We're on track.
- A ¹⁶_____ are you with the final design?
- B Well, we've hit a slight problem with the colour.
- A ¹⁷_____ 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 ¹⁸_____ saying is they don't like any of them?
- B Not exactly. They all like the blue one.
- A ¹⁹_____ changing them?
- B That's not an ideal solution. It would put our schedules back. We'd have to postpone the launch.
- A ²⁰_____ 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 21–26 in the 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 ²¹_____ (change) companies since I saw you last. I'm with Anateck now.
- A Really? I ²²_____ (not / know) that!
- B Do you still work for the same company?
- A Yes, and we're really busy. We ²³_____ (just / win) a new contract. So I don't have much time for golf! What about you? Are you still playing?
- B Yes. Actually, we ²⁴_____ (have) a holiday in Dubai last week so I ²⁵_____ (play) there.
- A That sounds great.
- B ²⁶_____ (you / book) a holiday this year?
- A No, not yet. Dubai would be nice though.

Choose the correct option a–c to complete sentences 27–30.

- 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

Unit 3 Speaking test

Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

Role-play 1

----- cut along this line -----

Student A

You gave Student B this 'To do' list.

- Book my flight to Warsaw for Monday evening.
- Book a hotel near to the centre.
- Arrange a meeting with Carole on Tuesday.
- Confirm the venue for the presentation to ATI.

Call Student B

- Ask for an update on each item.
- Clarify any problems.
- Make suggestions for any problems.

Student B

Student A is your manager. He/she calls for an update on this 'To do' list. Two items are done (✓) but two are not (✗). The reasons are in *italics*.

- Book his/her flight to Warsaw for Monday evening. (✓)
- Book a hotel near to the centre. (✗) *They are all full.*
- Arrange a meeting with Carole on Tuesday. (✗) *Carole is away until Friday.*
- Confirm the venue for the presentation to ATI. (✓)

Update Student A on each item. Explain any problems and respond to suggestions.

Role-play 2

----- cut along this line -----

Student A

Student B is your manager. He/she calls for an update on this 'To do' list. Two items are done (✓) but two are not (✗). The reasons are in *italics*.

- Book caterers for launch party on 18th. (✓)
- Book reception room at gallery. (✗) *This room is booked that night.*
- Invite journalists from all national newspapers. (✓)
- Contact printers to confirm press information for journalists. (✗) *Printers say they were told to print for 28th not 18th, so information won't be ready.*

Update Student B on each item. Explain any problems and respond to suggestions.

Student B

You gave Student A this 'To do' list.

- Book caterers for launch party on 18th.
- Book reception room at gallery.
- Invite journalists from all national newspapers.
- Contact printers to confirm press information for journalists.

Call Student A

- Ask for an update on each item.
- Clarify any problems.
- Make suggestions for any problems.

Unit 3 Speaking test results

Use these forms to evaluate the students.

----- cut along this line -----

Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
start and end the call appropriately			
ask for / give an update			
clarify a problem			
make suggestions			
respond to suggestions			

Result _____ / 10 marks

Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
start and end the call appropriately			
ask for / give an update			
clarify a problem			
make suggestions			
respond to suggestions			

Result _____ / 10 marks