

PCA 03
Business buzz words

Complete the following conversation using the expressions on the box. Choose the correct number.

1) a win-win situation	2) are on the same page	3) keep me in the loop
4) going forward	5) a ballpark figure	6) a reality check

Sarah: Hey Mark. I've been doing some calculations for the upcoming project, and I think it's time we discuss the price with the client; so we can focus on other aspects ____.

Mark: Sounds good, Sarah. How much money are we talking about?

Sarah: I'd say around \$50,000; but that's just ____.

Mark: Alright, that gives us something to work with. Let's see how we can make this work with them.

Sarah: Agreed. I want to make sure we ____ with our client throughout the process, in order to avoid misunderstandings.

Mark: Absolutely. Communication is key. Please ____ and let me know about any changes or challenges you encounter.

Sarah: Hopefully everything will go smoothly; unlike our last client... that was ____ I'll never forget...

Mark: Neither will I. But I've known the owners of this company for years. I'm sure we'll have ____ if we identify the risks and act on time.