

PCA 03
Business buzz words

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

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|-------------------------------|--------------------------------|-------------------------------|
| 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.