# COMMUNICATION: REVISION TEST

**Finish the sentences with the correct word. Use only ONE word in each gap. The first letter of the missing words is given.**

1. I need to **t**_____ **base** with the team before we make any decisions.
2. We'll have a **k**_____ **meeting** tomorrow to outline the project objectives and assign tasks.
3. Great presentation today—you totally **n**_____ **it**!
4. This idea isn't working; let's **p**_____ to something more feasible.
5. Could you please share the meeting **a**_____ beforehand? (= plan; main objectives)
6. The quarterly report confirms that everything is **on t**_____ to meet our targets.
7. Let's **w**_____ **up** this task by Friday so we can move on to the next phase.
8. Sorry, I'm a little **b**_____ **schedule on** this report.
9. If we can **l**_____ this huge **client**, our team will hit the yearly sales goal early.
10. We need to get to the **b**_____ of these discrepancies in the budget.
11. **Let's get our creative juices f**_____ and brainstorm some unique campaign ideas.
12. This design is fantastic, but **keep in m**_____ the budget constraints.
13. Let's **get the meeting s**_____ and dive into the project updates.
14. The amount of interest we're getting in this campaign is **b**_____! (=crazy)
15. There's a little bit of **a l**_____ in communication with the offshore team. (=delay)
16. The funding came **in d**_____ **and d**_____, but we finally have enough for the project.
17. We had to **t**_____ this presentation **together** in just a couple of hours.
18. The manager **laid d**_____ strict rules for submitting reports on time.
19. She **held the f**_____ for 30 minutes explaining the new system.
20. Please don't **r**_____ **on** during the speech; keep it brief.

LIVEWORKSHEETS

21. The meeting **ran o**_____ by 20 minutes, cutting into my next appointment.

22. Let's not **r**_____ **into** signing this contract without reviewing it carefully.

23. Don't **leave** the decision **h**_____; we need a clear decision today.

24. Focusing on quick results can be **to the d**_____ of long-term goals.

25. I forgot my notes, so I had to **w**_____ **it** during the presentation.

26. I **c**_____ **away** from the conference **with** a lot of fresh ideas.

27. The team **d**_____ **on** their previous **experience** to figure out this complex project.

28. Could you **r**_____ this proposal **by** the marketing director before submitting it?

29. We completed the project **with time to s**_____!

30. The creative design made everyone **sit up and take n**_____ during the meeting.

31. A quick coffee break helped **l**_____ everyone **up** before the brainstorming session.

32. The whole team is **r**_____ **for** you to win the "Employee of the Year" award!

33. I had to **sit t**_____ a two-hour webinar that didn't address any of our issues.

34. Trying to meet deadlines, let's not **lose s**_____ **of** the overall vision.

35. We need to **p**_____ **down** the presentation slides to focus on the key points.

36. They said we don't value creativity—**nothing could be further from the t**_____.

37. I almost **nodded o**_____ during the monotonous training session.

38. Panic **s**_____ **in** when the system crashed just before the demo.

39. We were **talking at c**_____ **purposes** during the discussion about project timelines.

40. She was **a nervous w**_____ before her big presentation.

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