2 Complete the email with words in the box.

action deadline forced introduce manage opposition results rush situation standard task volunteered

Dear Graham,

Thank you for sending through your report. I appreciate that you have sent it before the [1]_____ of the 30th July. However, in my opinion, you have written the report in a [2]_____. As a result, I think it is not of the required high [3]_____ that we were expecting. As you know, this was a very important report and as you [4]_____ for the [5]_____. I thought that you could [6]_____ to do it. I can see now that you couldn't. This now puts me in a very difficult [7]_____ as I must present this report in an important meeting on Monday. As you know, the idea in this report has already attracted a lot of [8]_____ from various managers, so it is very important that we are clear about how we are going to [9]_____ the new plan. I don't think you have explained the process at all well. You also haven't mentioned the [10]_____ that we expect to happen. I will have to think about what [11]_____ to take about this and I will need to talk to your manager. I am now [12]_____ to work on this report myself this weekend.

Keiran

3 Find and correct five mistakes in sentences 1–8.

1 We should ~~finished~~ *have* this last week.

2 We probably should have extend the deadline.

3 We should haven't make William the team leader.

4 We should have heard from Helena by now.

5 We shouldn't have set such high standards.

6 We should have managed the project better.

7 She shouldn't have get such a bad grade.

8 They shouldn't had forced us to change the design.

4 Complete the conversations with the correct form of the verbs in the boxes and *should have* or *shouldn't have*.

guess lie ~~tell~~

A: I'm sorry, I probably [1] *should have told* you earlier that I was applying for a new job.

B: Yes, you really [2]_____ and pretended to be sick when you went for the interview. As you looked fine the day before and the day after, I suppose I [3]_____ that you hadn't been ill.

ask do ignore realise talk

A: So, the video showed a team leader ignoring a problem between two members of her team. What do you think she [4]_____ differently?

B: I think she probably [5]_____ them to come into her office to talk about it.

C: I disagree! I think first she [6]_____ to them independently, to find out more about the problem.

B: Well, we agree that she [7]_____ it.

C: Absolutely! She [8]_____ that that was only going to make the problem worse.



LIVEWORKSHEETS