

## Working with words

Complete these sentences with words from the list.

*budget   catch   deadline   get   objectives   resources  
schedule   tasks   track   updates*

- 1 We'll never meet the \_\_\_\_\_ at this rate. Can we go any faster?
- 2 You never know. At this speed we might even finish ahead of \_\_\_\_\_!
- 3 If we have another good day, we'll get back on \_\_\_\_\_.
- 4 It's my job to allocate the necessary \_\_\_\_\_ to departments and check they have what they need.
- 5 The finance department is on the phone asking why we don't appear to be staying within the \_\_\_\_\_. I said they should talk to you.
- 6 I find delegating \_\_\_\_\_ one of the most difficult things to do on a project like this.
- 7 My boss likes to receive weekly \_\_\_\_\_ from everyone in order to avoid any problems or delays.
- 8 Any successful project needs the manager to set clear \_\_\_\_\_ right from the beginning.
- 9 We fell behind schedule last week, so we need to \_\_\_\_\_ up this week.
- 10 Come on everyone. Let's \_\_\_\_\_ on with the job, otherwise we'll never get home.

## Language at work

Complete this conversation with the past simple or the present perfect of the verbs in brackets.

Jane Hello Samuel, <sup>11</sup> \_\_\_\_\_ you  
\_\_\_\_\_ (meet) Frank?

Samuel No, I haven't. Nice to meet you.

Frank Nice to meet you, too.

Samuel Is this your first time in the USA?

Frank I <sup>12</sup> \_\_\_\_\_ (come)  
here when I was a student, but that  
<sup>13</sup> \_\_\_\_\_ (be) a long time ago  
now!

Jane Frank works at our office in Vienna.

Samuel Oh right. I'm afraid, I <sup>14</sup> \_\_\_\_\_  
(never / be) to Austria. I'd like to though. I've  
heard that the skiing is great.

Frank Yes, our family always spends some of their  
holidays in the mountains.

Jane Samuel is a keen skier.

Samuel Yes, I love skiing. We're planning our next skiing  
trip at the moment. <sup>15</sup> \_\_\_\_\_  
(you / ever / be) skiing in Italy, Frank?

Frank Yes, I have.

Samuel When <sup>16</sup> \_\_\_\_\_ (you / go)?

Frank I <sup>17</sup> \_\_\_\_\_ (go) about five years ago, with a group of friends. It <sup>18</sup> \_\_\_\_\_ (be) great there, but if you're going skiing in Europe you should definitely try Austria. I could show you around.

Samuel That sounds great!

Jane Sorry to stop you there, but we really need to go now, Frank. I <sup>19</sup> \_\_\_\_\_ (put) you in the office next to mine.

Frank Sure, let's go. It <sup>20</sup> \_\_\_\_\_ nice meeting you, Samuel.

Samuel Sure. See you later.

## Business communication

Complete these sentences with the missing word.

21 \_\_\_\_\_'s everything going?

22 \_\_\_\_\_'s happening with the paint I ordered?

23 So, \_\_\_\_\_ are we with stage one?

24 \_\_\_\_\_ that something you can help with?

25 \_\_\_\_\_ anyone else help you?

Match answers in 26–30 to questions 21–25. Write the question number next to the response.

26 I'd like to help with that, but I'm busy all day. \_\_\_\_

27 I'll do it for her. \_\_\_\_

28 We fell behind schedule last week, so we need to catch up this week. \_\_\_\_

29 So far so good. \_\_\_\_

30 We're currently waiting for new stock to arrive. \_\_\_\_

Result \_\_\_\_\_ / 30 marks