

UNIT 11.3

FURTHER PRACTICE



1. Fill in the gaps

ahead of	behind	update	on schedule
over	budget	complete	

1. Can you give me an update? Is the project?
2. They're opening early - they're schedule.
3. We're spending too much. We're budget.
4. They're running a month late. They're schedule.
5. The costs are quite low. They're under
6. When can you the decorating?

4. A colleague wrote a memo and wants you to check it. In some of the sentences 1-8 there is one incorrect word. Put a tick (✓) next to the correct sentences and correct the mistake in the other sentences.

Memo

To: the project team

From: AH, project manager

1. We have a problem with the project. ☒
2. Yesterday the project meeting start at 9am and the team arrived at 9:15. ☐
3. This is not the first time. The team is often early for meetings. ☐
4. Our client is also unhappy. ☐
5. He says that the work is not in schedule. The deadline was last month. ☐
6. And the project is behind budget - it cost \$700,000, not \$650,000. ☐
7. Come to a meeting this afternoon on 3:30 in conference room 6. ☐
8. Don't be late! ☐

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5. Underline three prepositions that can be used with each word.

1. under behind over on budget

2. on ahead of in behind schedule

6. Which preposition + noun above has a similar meaning to the following?

1. on time = on schedule

2. late =

3. early =

4. at the money available =

5. more than the money available =

6. less than the money available =

7. Look at the information about three projects and complete the sentences. Use the prepositions above with “schedule” or “budget”.

Project A	Project B	Project C
Agreed start date 12th July	Agreed finish date 25th May	Agreed finish date 30th November
Agreed budget \$120,000	Agreed budget £1,5 million	Agreed budget €800,000

1. Project A: spent \$110,000 and started on 23rd August. It was under budget, but

2. Project B: finished on 25th May and spent £1.8 million. It was, but

3. Project C: spent €800,000 and finished on 29th October. It was and

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