



1. What do the sentences refer to? Complete the gaps with the correct words.

- _____ 1 Can you email the *plan of all the work you have to do and the key dates*?
- _____ 2 We only have a *limited amount of money available for the project*.
- _____ 3 The main problem is that no one knows what anyone else is doing. We need a *situation where everyone works together* for this project to succeed.
- _____ 4 Could you send me regular *reports with the most recent information* about our progress?
- _____ 5 We have to finish the project by a *certain point in time*.
- _____ 6 This project has three main *things we are trying to achieve*.
- _____ 7 I really feel we are making progress now because today we completed a *very important stage* in the project.
- _____ 8 The reason we're behind schedule is because I don't have all the *supplies and human expertise* that I requested at the beginning.

2. Complete these sentences with the correct words for these expressions.

- 1 _____ the deadline = finish on time
- 2 fall _____ schedule = make slow progress
- 3 catch _____ = make up lost time
- 4 be back _____ track = return to the original schedule
- 5 finish _____ schedule = finish before the planned date
- 6 _____ resources = make use of people, money and time
- 7 stay _____ budget = spend the right amount of money
- 8 _____ tasks = give people different responsibilities
- 9 get _____ with a task = do a job
- 10 _____ updates = receive reports on progress

3. Complete the gaps with the correct words.

happening meet again afraid something everything update no problem. completed track.	Delegating Is that _____ you can help with? Can anyone else help you? Would you like to help with that? I'd like you to help ... Yes, _____ / I'll do it. Sorry, but ... / I'd do it, but ... / I'm _____ I can't do it.
Asking for an update Can you _____ me on ...? What's the progress on ...? How's _____ going? What's _____ with ...? Where are we with ...?	Summing up the action plan So, let's check we all know what we're doing ... You're going to ... and I'm going to ... Let's _____ in two weeks to review the situation/progress.
Giving an update We've done/finished/ _____ ... So far, so good. Everything's on _____ We're currently (verb + -ing ...)	

4. Complete this conversation with the PAST SIMPLE or the PRESENT PERFECT form.

- Jane Hello Samuel, _____ you _____ (you / meet) Frank?
- Samuel No, I haven't. Nice to meet you. Is this your first time in the US?
- Frank I _____ (come) here when I was a student, but that _____ (be) a long time ago now!
- Jane Frank works at our office in Vienna.
- Samuel Oh. I'm afraid, I _____ (never / be) to Austria. I've heard that the skiing is great.
- Frank Yes, our family always spends some of their holidays in the mountains.
- Samuel I love skiing. We're planning our next skiing trip at the moment. _____ (you / ever / be) in Italy, Frank?
- Frank Yes, I have.
- Samuel When _____ (you / go)?
- Frank I _____ (go) about five years ago, with a group of friends. It _____ (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 _____ (put) you in the office next to mine.
- Frank Sure, let's go. It was nice meeting you Samuel.