Test U3 - Preparation

Reading

1 Read Henry's paragraph. Then read the questions below and make notes with your ideas.

Henry

My whole family is going on holiday to Thailand in two years' time: brothers, sisters, parents, aunts, uncles, cousins ... everyone! Altogether, there will be fourteen of us, but I suppose some people might decide not to travel. Uncle Felix and Aunt Jane are in charge of all the details. They've arranged some family meetings so we can discuss our ideas. At the last meeting my cousins suggested travelling in February, but Uncle Felix thinks that strikes in the UK might cause flight delays. We've agreed to travel in June. Flights and accommodation will be around £2,000 per person. We don't have to pay that all at once; we can divide it into a few separate payments. Uncle Felix has just called another family meeting. He says there might be an issue, but we don't know what it is yet.

1 What is the project?
2 When is it taking place?
3 What is Henry anticipating?
4 Who are the project managers?
5 What did Uncle Felix predict?
6 Are they doing anything to reduce risk?
7 Do you think they have a risk register?
8 What kind of milestones are in place?
9 What is the budget?
10 What do you think the setback might be?

If you were the project manager, would you organize things differently? How?

Vocabulary

2.

Match 1–8 to a–h.

1 It's always difficult to allocate ... _a_
2 You need to learn how to delegate ... ___
3 What I like about my boss, is she always lets me get ... ___
4 We're falling ... ___
5 It's difficult to stay within ... ___
6 If we continue like this we should meet ... ___
7 Hi Melinda, it's Hanna, I need to get an ... ___
8 I'm sure we'll be able to catch ... ___

a resources – skilled staff are in short supply.
b behind schedule, so we all need to work this weekend.
c update on how the project is progressing.
d tasks – you can't possibly do everything yourself.
e up – there are three more weeks left.
f on with my work on my own.
g budget – we always overspend.
h the deadline without too much trouble.

LIVEWORKSHEETS

3 Complete this email with the correct form of a suitable word from 2 above.

Dear Jan

I'm afraid it looks like we are not going to be able to meet the [1]_____ next Friday. We've fallen behind [2]_____ because we were not [3]_____ sufficient [4]_____. We need more [5]_____ with the appropriate skills to be put on the project immediately. Of course, this does mean that we won't be able to stay within our [6]_____ either. I will send you an [7]_____ after our team meeting this afternoon to let you know what is decided.

Very best wishes

Gerald

Grammar

4. Fill in the present perfect simple or the past simple.

1) She _____ (live) in seven different countries, so she knows a lot about different cultures.

2) I _____ (go) to the cinema last night.

3) Ow! I _____ (cut) my finger!

4) _____ (you/see) 'The King's Speech'?

5) John _____ (never/understand) the present perfect.

6) She _____ (break) her leg the day before her exam.

7) We _____ (see) Oliver yesterday.

8) I _____ (read) six books this week.

9) Amy _____ (live) in Portugal when she was young.

10) She _____ (visit) her grandmother last month.

LIVEWORKSHEETS

5.



Write questions to which the words in bold are the answers.

1 **The Petersons** have bought a dog.
...Who has bought a dog?...

2 The Petersons have bought **a dog**.
...What have the Petersons bought?...

3 Rachel is writing **a letter**.
.....

4 **Rachel** is writing a letter.
.....

5 **Brian** likes this car.
.....

6 Brian likes **this car**.
.....

7 Dad broke **the window**.
.....

8 **Dad** broke the window.
.....

9 **Mother** will make a birthday cake.
.....

10 Mother will make **a birthday cake**.
.....

11 **Robin** is going to bake some biscuits.
.....

12 Robin is going to bake **some biscuits**.
.....

LIVEWORKSHEETS

Speaking

Work with a partner. Two project update meetings took place yesterday. Student A, turn to File 03 on page 136. Student B, use the information below.

Student B: You went to the Project 2 meeting. Your partner went to the Project 1 meeting. Your partner will call you. Tell him / her about Project 2, then find out what is happening with Project 1. These are the things you need to know.

Project 1 - organizing a training day for staff
- Venue for training session?
- Hotel for trainers?
- Lunch?
- Information pack for trainees?
- Other?

Project 2 - raising money for a local children's charity
- Posters and leaflets - printing now
- 10 km sponsored run - need to contact council about using municipal ground
- Charity sale - all staff have received a memo
- Need someone to organize collection boxes

Student A

You went to the Project 1 meeting. Your partner went to the Project 2 meeting. Call your partner to find out what's happening with Project 2. Then, tell your partner about Project 1. These are the things you need to know.

Project 1 – organizing a training day for staff
- Venue for training session – room booked
- Hotel for trainers – Victoria Hotel has available rooms, trying to negotiate discount
- Lunch – nothing so far. Need someone to book caterers and negotiate payment.
- Information pack for trainees – need to ask trainers to send schedule and summary of training day
- Transport between hotel and office for trainers – need to book taxis

Project 2 – raising money for a local children's charity
- Posters and leaflets?
- 10 km sponsored run?
- Charity sale?
- Other?

LIVEWORKSHEETS

Email requesting an update

1 **Complete the email using the expressions in the box.**

a Could you let me know
b I need your help with
c I'd appreciate it if you could
d I'd like to know if
e Would it be possible to
f Would you mind

To: Clara Newman

From: Claudia Gomez

Subject: Update

Dear Clara,

I hope you are well. It was good to catch up with you last week at the training course. I'm writing because [1]_____ the monthly report. I know you're busy but it's important. [2]_____ what the current position is? [3]_____ the first phase of the project is now complete. If not, what date do you have for completion? And is Dieter now working on the project? [4]_____ give me his starting date. [5]_____ sending me final figures for the project? Sorry to ask so many questions. [6]_____ have this information by tomorrow? I'd also like to request a meeting with the customer in Rome next week. I'd therefore be grateful if you could contact him and arrange it. I think that's all.

Kind regards,

Claudia

2 **Write an email of about 150 words asking for a project update using the notes below.**

Email to Jason about China project

- *thank him for catch up last Thursday at project meeting*
- *need help with presentation to HR next week*
- *Is third phase complete? (if 'no' – completion date?)*
- *Is Emilia working? (starting date?)*
- *send latest schedule – tomorrow if possible!*
- *arrange meeting with customer in April in Hong Kong*

- Begin and end the email appropriately.
- Use a variety of statements and questions in your email to get the information you require.
- Make sure you include all the items in the notes.

LIVEWORKSHEETS