

Choose the correct option to complete the responses.

Do you think they can pay the bill?

- 1 *I'm afraid / I'm playing devil's advocate* they're struggling with cash flow problems.

Do you think we should cancel the order?

- 2 Yes, *I'm concerned / for certain* they aren't going to deliver on time.

We've agreed to deliver a month before the deadline.

- 3 *I don't want to worry you / I'm not entirely sure* that was a good idea.

He says he's going to increase the price.

- 4 *This information isn't confirmed / To be honest,* we can't let him do that.

Did you say you think we should ask Darius for help?

- 5 *It's just a thought / No, I'm sorry.* I could be wrong.

Exercise 2

Complete the conversation exchanges with the sentences in the box.

 Keyboard instructions ▼

⋮ Move

My biggest challenge was meeting the tight deadlines. Well, speaking openly, I underestimated the complexity.

Next time, we should insist on having more time.

Overall, it's great that we have hit all of our most important targets.

- 1 I called this meeting because I feel we need to review our progress so far. How do you think we're doing?

Overall, it's great that we have hit all of our most important targets.

- 2 I'd like to hear your comments on the main challenges.

⬇ DRAG ITEM HERE

- 3 What was the main cause of this?

⬇ DRAG ITEM HERE

- 4 So how do we plan to do things differently from now on?

⬇ DRAG ITEM HERE

So how do we plan to do things differently next time?

Which aspects of the project were the most challenging exactly?

- 5 ⬇ DRAG ITEM HERE

I had to be very careful with spending in our budget, but I managed it.

- 6 ⬇ DRAG ITEM HERE

Next time, I need to dedicate more time to allocating resources.