

► **3.1** Samira is telling someone about the volunteer project that she is working on. Listen to these extracts from the conversation and answer the questions.

- 1 Which items in **4** does she talk about?
- 2 What does she say about each one?

► **3.1** Listen again and complete the phrases that Samira uses in column A.

A		B	
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	



► **3.2** Listen again. Underline the verbs in *italics* that you hear.

- 1 I *agreed* / 've *agreed* the approximate equipment costings with finance.
- 2 *Did you place* / *Have you placed* the order for the equipment yesterday?
- 3 *Did anyone give* / *Has anyone given* their feedback?
- 4 Everyone *replied* / *has replied* before the deadline.

► **3.3** Look at the chart in **1** again and read a later phone conversation between Judith and Dawud. Write the verbs in brackets in the past simple or present perfect and choose the correct adverb in *italics*. Then listen and check your answers.

Dawud Hello?

Judith Hi, Dawud. Just calling to see how things are going. ¹_____ the new equipment _____ (arrive) ²*just / yet*?

Dawud No, it hasn't, but I've ³*just / yet* called the supplier and the truck ⁴_____ (leave) the warehouse this morning. It'll be here around four o'clock.

Judith ⁵_____ they _____ (deliver) everything else on schedule?

Dawud Yes, they did. We ⁶_____ (unpack) most of the boxes ⁷*already / just*.