UNIT test 3. Surname Name Group

Working with words

Choose the correct answer from the words in *italics*.

1 Everything's going according to plan and we're even *ahead of / behind* schedule.
2 I've looked at these figures and you're *over / within* budget. How do you plan to solve that problem?
3 Your *lack of / upfront* planning shouldn't result in a later breakdown of the project.
4 To avoid delays, we mustn't *miss / make* the deadline.
5 I've run *out of / into some* money. Can you lend me some?
6 How *unrealistic / accurate* is your forecast for the budget? Can you check it again to make sure it's right?
7 Spending in your department seems to be completely *under / out of* control! What can you do to cut costs?

Match 8–13 to a–f.

8 Resolve any … ___
9 I'd like to check your … ___
10 Let's set … ___
11 I'm having trouble keeping … ___
12 Try to stay … ___
13 I'd say everything is running … ___

a a launch date for the new brand.
b conflicts as soon as possible.
c very smoothly since he took over.
d on track, please - we don't need delays.
e progress on the project.
f track of where you are this week.

Business communication skills

Complete this conversation with phrases from the list.

How about	How far	How's the	What you're
How are	What do	Why don't	

A Hi. [14]_____ things?
B OK, thanks.
A [15]_____ launch coming along?
B Everything's gone well. No major problems.
A [16]_____ are you with the final design?
B Well, we've hit a slight problem with the colour.
A [17]_____ you mean exactly?
B Two of the focus groups don't like the range of colours.
A Which ones in particular?
B They say the green is too light, the white looks like the main competitor's and the pink isn't bright enough.
A [18]_____ saying is they don't like any of them?
B They all like the blue one.
A [19]_____ changing them?
B That's not an ideal solution. It would put our schedules back. We'd have to postpone the launch.
A [20]_____ we launch the blue one and say it will be available in other colours at a later date?
B I'm not convinced. It wouldn't be good for our reputation.

Language at work

Complete this conversation with the present perfect or past simple form of the verbs in brackets.

A So what are you doing at the moment?
B I [21]_____ (change) companies since I saw you last. I'm with Anateck now.
A Really? I [22]_____ (not / know) that!
B Do you still work for the same company?
A Yes, and we're really busy. We [23]_____ (just / win) a new contract. So not much time for golf! What about you? Are you still playing?
B Yes. Actually, we [24]_____ (have) a holiday in Dubai last week so I [25]_____ (play) there. [26]_____ (you / book) a holiday this year?
A No, not yet. Dubai sounds nice.

Choose the correct option a-c to complete each sentence.

27 _____there haven't been any real difficulties.
a Up to now **b** Yesterday **c** A couple of weeks ago

28 We received all the offers by the end _____.
a in the last month **b** of last week **c** to date

29 They haven't made their final decision _____.
a already **b** just **c** yet

30 He booked the hotel two months _____.
a already **b** ago **c** so far

Result _____ / 30 marks

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