

## Business communication

- 1** Sondra is discussing the progress of an HR project with Dimitri. Choose the best answer (a–c) from 1–8 below to complete their conversation.

Sondra OK, Dimitri. What's the current <sup>1</sup> \_\_\_\_\_ of the staff satisfaction survey?

Dimitri Well, on the whole, we're <sup>2</sup> \_\_\_\_\_. We've received replies from the questionnaires, but we haven't collated the answers yet.

Sondra You do know the regional HR conference date <sup>3</sup> \_\_\_\_\_ for next month, don't you?

Dimitri Yes, but we've <sup>4</sup> \_\_\_\_\_ with IT. They haven't set up the database for us yet, to collate the results.

Sondra So the real problem <sup>5</sup> \_\_\_\_\_ IT's time management?

Dimitri Partly, yes.

Sondra How about <sup>6</sup> \_\_\_\_\_ as much of the report as you can?

Dimitri That's <sup>7</sup> \_\_\_\_\_, but until we have results from the survey, there's nothing to put in the report.

Sondra So what you're really <sup>8</sup> \_\_\_\_\_ is, without the database you can't continue?

Dimitri Err, yes.

1 a stand    b status    c view

2 a up to scratch    b in the lane    c on track

3 a had set    b had already set  
c has already been set

4 a knocked a problem    b come to a problem  
c hit a problem

5 a lies with    b stands with    c sits with

6 a to prepare    b prepared    c preparing

7 a likely    b possible    c probable

8 a saying    b telling    c talking