

Business Result
Intermediate (B1)
Unit 3

Exercise 1

Match.

- | | |
|-------------|----------------------|
| 1. allocate | a. on track |
| 2. be back | b. the deadline |
| 3. fall | c. according to plan |
| 4. finish | d. resources |
| 5. meet | e. behind schedule |
| 6. get | f. within budget |
| 7. stay | g. ahead of schedule |
| 8. go | h. updates |
| 9. get | i. time |
| 10. on | j. on with |

Exercise 2

Complete the sentences with the phrases from the previous exercise.

1. We did some tasks earlier than planned and we might even _____.
2. It's always difficult to _____ – skilled staff are in short supply.
3. I _____ from the team every two days.
4. We fell behind schedule but we managed to catch up last week and we're _____ now.
5. I have managed to _____, but only just!
6. I'm very happy with the project – so far, things are _____ing _____.
7. I try as much as possible to delegate tasks and trust people to _____ them.
8. The project manager needs to get the project back on track so we can _____.
9. I have to be at work at 8 a.m. and I always arrive _____.
10. The project is _____ing _____.