

Working with words

Complete these sentences with words from the list.

*budget catch deadline get objectives resources
schedule tasks track updates*

- 1 We'll never meet the _____ at this rate. Can we go any faster?
- 2 You never know. At this speed we might even finish ahead of _____!
- 3 If we have another good day, we'll get back on _____.
- 4 It's my job to allocate the necessary _____ to departments and check they have what they need.
- 5 The finance department is on the phone asking why we don't appear to be staying within the _____. I said they should talk to you.
- 6 I find delegating _____ one of the most difficult things to do on a project like this.
- 7 My boss likes to receive weekly _____ from everyone in order to avoid any problems or delays.
- 8 Any successful project needs the manager to set clear _____ right from the beginning.
- 9 We fell behind schedule last week, so we need to _____ up this week.
- 10 Come on everyone. Let's _____ on with the job, otherwise we'll never get home.

Language at work

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

- Jane Hello Samuel, ¹¹ _____ you _____ (meet) Frank?
- Samuel No, I haven't. Nice to meet you.
- Frank Nice to meet you, too.
- Samuel Is this your first time in the USA?
- Frank I ¹² _____ (come) here when I was a student, but that ¹³ _____ (be) a long time ago now!
- Jane Frank works at our office in Vienna.
- Samuel Oh right. I'm afraid, I ¹⁴ _____ (never / be) to Austria. I'd like to though. I've heard that the skiing is great.
- Frank Yes, our family always spends some of their holidays in the mountains.
- Jane Samuel is a keen skier.
- Samuel Yes, I love skiing. We're planning our next skiing trip at the moment. ¹⁵ _____ (you / ever / be) skiing in Italy, Frank?
- Frank Yes, I have.
- Samuel When ¹⁶ _____ (you / go)?

Frank I ¹⁷ _____ (go) about five years ago, with a group of friends. It ¹⁸ _____ (be) great there, but if you're going skiing in Europe you should definitely try Austria. I could show you around.

Samuel That sounds great!

Jane Sorry to stop you there, but we really need to go now, Frank. I ¹⁹ _____ (put) you in the office next to mine.

Frank Sure, let's go. It ²⁰ _____ nice meeting you, Samuel.

Samuel Sure. See you later.

Business communication

Complete these sentences with the missing word.

- 21 _____'s everything going?
- 22 _____'s happening with the paint I ordered?
- 23 So, _____ are we with stage one?
- 24 _____ that something you can help with?
- 25 _____ anyone else help you?

Match answers in 26–30 to questions 21–25. Write the question number next to the response.

- 26 I'd like to help with that, but I'm busy all day. ____
- 27 I'll do it for her. ____
- 28 We fell behind schedule last week, so we need to catch up this week. ____
- 29 So far so good. ____
- 30 We're currently waiting for new stock to arrive. ____

Result _____ / 30 marks

Unit 3 Speaking test

Role cards

Copy this page and cut out the role cards for the students. Then use the Speaking test results forms to evaluate each student's performance. You can then cut out the results and give them to the students

----- cut along this line ----- Student A You and your partner run a training company. Call your partner to get an update on a seminar for managers this weekend. You need to get an update from your partner on the following: • the venue • refreshments This is the current situation. The two trainers They have confirmed. One of them needs a hotel for the night before. Stationery The supplier hasn't delivered paper with the company logo on. Decide who will deal with which tasks and by when. Remember to summarize your decisions at the end of the call.	----- cut along this line ----- Student B You and your partner run a training company. Your partner calls to get an update on a seminar for managers this weekend. This is the current situation. The venue The original hotel has cancelled the booking so you are looking for another venue. Refreshments The caterers will arrive at midday. You need to get an update from your partner on the following: • the two trainers • stationery Decide who will deal with which tasks and by when. Remember to summarize your decisions at the end of the call.
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Unit 3 Speaking test results

Use these forms to evaluate the students.

----- cut along this line ----- Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
start the call			
ask for and give an update			
offer or decline to do something			
summarize the action needed			
end the call			
Result _____ / 10 marks			

----- cut along this line ----- Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
answer the call			
ask for and give an update			
offer or decline to do something			
summarize the action needed			
end the call			
Result _____ / 10 marks			

----- cut along this line -----