

**PCA 03**  
**Business buzz words**

**Complete the following conversation using the expressions on the box. Choose the correct number.**

|                               |                                |                               |
|-------------------------------|--------------------------------|-------------------------------|
| <b>1) a win-win situation</b> | <b>2) are on the same page</b> | <b>3) keep me in the loop</b> |
| <b>4) going forward</b>       | <b>5) a ballpark figure</b>    | <b>6) a reality check</b>     |

**Sarah:** Hey Mark. I've been doing some calculations for the upcoming project, and I think it's time we discuss the price with the client; so we can focus on other aspects \_\_\_\_\_.

**Mark:** Sounds good, Sarah. How much money are we talking about?

**Sarah:** I'd say around \$50,000; but that's just \_\_\_\_\_.

**Mark:** Alright, that gives us something to work with. Let's see how we can make this work with them.

**Sarah:** Agreed. I want to make sure we \_\_\_\_\_ with our client throughout the process, in order to avoid misunderstandings.

**Mark:** Absolutely. Communication is key. Please \_\_\_\_\_ and let me know about any changes or challenges you encounter.

**Sarah:** Hopefully everything will go smoothly; unlike our last client... that was \_\_\_\_\_ I'll never forget...

**Mark:** Neither will I. But I've known the owners of this company for years. I'm sure we'll have \_\_\_\_\_ if we identify the risks and act on time.