

## 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, <sup>11</sup> \_\_\_\_\_ 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 <sup>12</sup> \_\_\_\_\_ (come)  
here when I was a student, but that  
<sup>13</sup> \_\_\_\_\_ (be) a long time ago  
now!

Jane Frank works at our office in Vienna.

Samuel Oh right. I'm afraid, I <sup>14</sup> \_\_\_\_\_  
(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. <sup>15</sup> \_\_\_\_\_  
(you / ever / be) skiing in Italy, Frank?

Frank Yes, I have.

Samuel When <sup>16</sup> \_\_\_\_\_ (you / go)?

## 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. \_\_\_\_