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.

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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)?

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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

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