

## Working with words

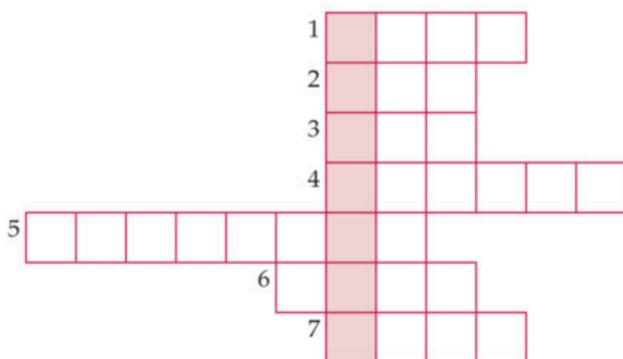
1 Replace the words in *italics> in 1–8 with the phrases from the list. Change the form if necessary.*

miss the deadline      ~~upfront planning~~  
 fall behind schedule      an accurate forecast  
 stay on track      budget constraints  
 go over budget      make the launch date

- A project like this needs plenty of *preparation beforehand*. \_\_\_\_\_ *upfront planning* \_\_\_\_\_
- The contractors failed to *keep to the agreed schedule* so the new bridge was completed one year late. \_\_\_\_\_
- The whole project has been difficult and we've *lost time* because of unforeseen delays. \_\_\_\_\_
- Can you give me *a detailed prediction*? \_\_\_\_\_
- They didn't *start selling the new product on the agreed date*. \_\_\_\_\_
- What *limitations on spending* do we have when it comes to travel costs? \_\_\_\_\_
- There are strict penalty clauses, so it'll be expensive if we *are late for that date*. \_\_\_\_\_
- I always look at our spending carefully so that we don't *spend more than we have*. \_\_\_\_\_

2 Complete sentences 1–7. Use the answers to complete the puzzle and find the hidden word.

- Did you make a detailed \_\_\_\_\_ before you started.
- The trains always \_\_\_\_\_ on time in this country.
- Their spending on the project went \_\_\_\_\_ of control!
- If you don't want to overspend, you need a realistic \_\_\_\_\_.
- I hope our next project runs more \_\_\_\_\_ than this one!
- Don't use that contractor. They made a real \_\_\_\_\_ of things last time.
- We can't afford to \_\_\_\_\_ the chance of securing the new contract.



## Business communication

1 Sondra is discussing the progress of an HR project with Dimitri. Choose the best answer (a–c) from 1–8 below to complete their conversation.

Sondra OK, Dimitri. What's the current <sup>1</sup> \_\_\_\_\_ of the staff satisfaction survey?

Dimitri Well, on the whole, we're <sup>2</sup> \_\_\_\_\_. We've received replies from the questionnaires, but we haven't collated the answers yet.

Sondra You do know the regional HR conference date <sup>3</sup> \_\_\_\_\_ for next month, don't you?

Dimitri Yes, but we've <sup>4</sup> \_\_\_\_\_ with IT. They haven't set up the database for us yet, to collate the results.

Sondra So the real problem <sup>5</sup> \_\_\_\_\_ IT's time management?

Dimitri Partly, yes.

Sondra How about <sup>6</sup> \_\_\_\_\_ as much of the report as you can?

Dimitri That's <sup>7</sup> \_\_\_\_\_, but until we have results from the survey, there's nothing to put in the report.

Sondra So what you're really <sup>8</sup> \_\_\_\_\_ is, without the database you can't continue?

Dimitri Err, yes.

- a stand    b status    c view
- a up to scratch    b in the lane    c on track
- a had set    b had already set    c has already been set
- a knocked a problem    b come to a problem    c hit a problem
- a lies with    b stands with    c sits with
- a to prepare    b prepared    c preparing
- a likely    b possible    c probable
- a saying    b telling    c talking

2 Match 1–8 to a–h.

- How far are you \_\_\_\_
- Things aren't running \_\_\_\_
- We finalized the draft \_\_\_\_
- So what do you \_\_\_\_
- If you ask me, \_\_\_\_
- I'm not \_\_\_\_
- That's not \_\_\_\_
- Up to now \_\_\_\_

- the launch dates have been set for ...
- we should scrap the idea.
- as smoothly as I'd hoped.
- with the new packaging?
- an ideal solution.
- mean exactly?
- three weeks ago.
- convinced.