

3 | Practice file

Working with words

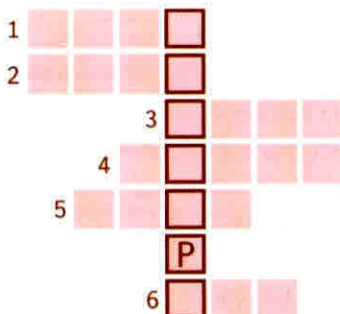
1 Replace the phrases in *italics* with the phrases from the list. Make any changes that are necessary.

- | | |
|-------------------|----------------------|
| miss the deadline | be ahead of schedule |
| set a budget | run out of money |
| allocate funds | prioritize tasks |
| keep track of | resolve conflicts |

- We need to *decide what we're going to spend* set a budget and try to keep to it.
- The contractors failed to control spending and they quickly *spent everything* _____.
- The whole project ran very smoothly, and in the end we *finished two months early* _____.
- I'm responsible for the budget and *giving out money* _____ to the different departments working on the project.
- If you communicate well, you can usually *settle disagreements* _____ quickly.
- We need to *put things in order of importance* _____ and then work steadily through the project.
- There are strict penalty clauses, so it'll be expensive if *we are late* _____.
- I always look at bank statements carefully so that I *have information about what is happening with* _____ spending.

2 Will your next project be on time and within budget? Complete these sentences. Use the answers to complete the puzzle and find the hidden answer.

- We must _____ costs under control.
- Don't forget to _____ contingency plans.
- If the project _____ smoothly, it will finish on time.
- Make sure you _____ all the facts first.
- I'm going to _____ the course – I'm not giving up.
- You need to _____ a realistic timescale.



Business communication skills

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

Sondra OK, Dimitri. What's the current ¹ _____ of the staff satisfaction survey?

Dimitri Well, on the whole, we're ² _____. We've received replies from the questionnaires but we haven't collated the answers yet.

Sondra You do know the regional HR conference date ³ _____ for next month, don't you?

Dimitri Yes, but we've ⁴ _____ with IT. They haven't set up the database for us yet, to collate the results.

Sondra So the real problem ⁵ _____ IT's time management?

Dimitri Partly, yes.

Sondra How about ⁶ _____ as much of the report as you can?

Dimitri That's ⁷ _____, but until we have results from the survey, there's nothing to put in the report.

Sondra So what you're really ⁸ _____ is, without the database you can't continue?

Dimitri Err, yes.

- | | | | |
|----------------|------------------------|------------------------|-----------------|
| 1 a stand | b status | c state | d view |
| 2 a in time | b up to scratch | c in the lane | d on track |
| 3 a set | b has been already set | c has already been set | d had set |
| 4 a hit a stop | b knocked a problem | c came to a problem | d hit a problem |
| 5 a lies with | b stands with | c sits with | d lays with |
| 6 a to prepare | b you're preparing | c preparing | d prepared |
| 7 a likely | b possible | c probable | d possibility |
| 8 a saying | b telling | c talking about | d explaining |

2 Match 1–8 to a–h.

- | | |
|------------------------------|---------------------------------|
| 1 How far are you ... | a the venue has been booked ... |
| 2 Things aren't running ... | b we should scrap the idea. |
| 3 We finalized the draft ... | c as smoothly as I'd hoped. |
| 4 So what do you ... | d with the new packaging? |
| 5 If you ask me, ... | e an ideal solution. |
| 6 I'm not ... | f mean exactly? |
| 7 That's not ... | g three weeks ago. |
| 8 Up to now ... | h convinced. |

Language at work | Present perfect and past simple

Present perfect

Use the present perfect

- 1 to link a present situation with something that took place at an unspecified time in the past

Ana has sent the new brochure to all our clients.

The present situation is that all the clients have the new brochure. The past event is that Ana sent the new brochure (we don't know when).

- 2 with *yet* and *already* to talk about tasks expected to be done or which are done earlier than expected

A Have you finished that report yet?

B Yes. And I've already done most of the next one as well.

- 3 with *how long*, *for* and *since* to talk about duration of states and activities (see page 121)

- 4 with *just* to talk about things that have happened very recently

I've just seen Tom in the cafeteria.

- 5 with unfinished time periods: *since*, *so far this week*, *up to now*, *recently*, *this month*, *today*

You've been late three times this month – please be on time for the rest of the month.

Past simple

Use the past simple

- 1 when referring to (or thinking of) a finished time period like *yesterday*, *last week*, *at 5.30*, *on 11 May*, *at Christmas*, *in 2002*, etc.

I went to the sales conference last week.

- 2 for questions with *When?* *What time?* *How long ago?* etc. because the expected answer is a finished time period

A When did you see Mr Li? (Not: ~~When have you seen Mr Li?~~)

B I saw him yesterday. (Not: ~~I have seen him yesterday.~~)

- 3 with many present time expressions usually used with the present perfect, like *this week*, *today*, *just*, if they refer to a time period that is about to finish or has just finished

We've made a lot of progress this week. (said on Wednesday – the time period is still in progress)

We made a lot of progress this week. (said at 4.30 p.m. on Friday – the time period is about to finish)

1 Complete these dialogues with the past simple or present perfect form of the verbs in brackets.

A I need to ask David if he ¹ _____ (decide) to set up the focus group.

B Don't worry. I ² _____ (already / speak) to him about it.

A Really? When ³ _____ (you / see) him?

B I ⁴ _____ (call) him first thing today.

A What ⁵ _____ (he / say)?

B He ⁶ _____ (not / make) up his mind yet. He needs some documents from head office, and they still ⁷ _____ (not / arrive).

A ⁸ _____ (you / finalize) all the arrangements for Mr Eng's visit yet?

B I'm dealing with it now. I ⁹ _____ (fix) a date for him to come and visit – the 19th.

A What about Bob? I think he needs to be there.

B That's fine. I ¹⁰ _____ (speak) to Anna a couple of days ago, and the 19th is fine for him too.

A ¹¹ _____ (you / arrange) the visit to the warehouse yet?

B Yes, I ¹² _____ (just / organize) that – for the afternoon.

A What about dinner that evening?

B I ¹³ _____ (book) a table yesterday – at the Mill – I hope that's OK.

A Fine. That all sounds excellent. You ¹⁴ _____ (be) very efficient.

2 Match sentences 1–6 to contexts a–f.

1 Has our bid for the contract been successful? ____

2 Was our bid for the contract successful? ____

3 Have you spoken to the caterers this week? ____

4 Did you speak to the caterers this week? ____

5 I've just cancelled the order. ____

6 I just cancelled the order. ____

a The result of the contract bids was announced last week.

b I only cancelled the order. I didn't reorder or complain.

c They're announcing the results of the contract bids now.

d I am expecting to speak to the caterers some time this week. It is Wednesday.

e I was expecting to speak to the caterers this week. It is 5.00 on Friday. I am about to leave the office.

f I cancelled the order a couple of minutes ago.

