

14.1

Complete the sentences with a phrase from the box. You may need to put the verb into the correct form.

carry out research	meet deadlines	evaluate performance	progress meeting	aims and objectives
work out a schedule	cost-benefit analysis	come to a decision	monitoring and controlling	
contingency plan	get the go-ahead	sort out problems		

- 1 It took two weeks of negotiating before they finally about the cost of the project.
- 2 Part of the financial planning stage included a detailed
- 3 The project team waited nervously before they to proceed with the project.
- 4 The customer insists on having a every week to discuss project issues.
- 5 The department a lot of before making any changes.
- 6 We all the except for one which overran by a week.
- 7 It was only because of strict that the project was completed on time and within budget.
- 8 She was an excellent project manager. She any immediately before they grew into bigger issues.
- 9 A Gantt chart is a useful tool for time
- 10 The of the project were discussed in detail so that everyone knew what we had to achieve.
- 11 It is vital to in order to identify what was done well and what lessons can be learned.
- 12 A is important in case a project experiences serious problems.

14.2

Decide which of the alternatives (A–C) each phrase or sentence is used for. Write the letter of your answer in the box at the end of the sentence. You will need to use the alternatives more than once.

1 Another way of doing that would be to ...	
2 We think the best option would be ...	
3 We think this plan will be very successful.	
4 We're confident that we can work together constructively.	
5 There are a number of possibilities. Firstly, we could ...	
6 We'd like to see a design that ...	
7 We think that we share the same aims.	
8 It would be good to include ...	

A Stating positive expectations B Stating preferences C Suggesting alternatives

Test mark /20