

Business Result Upper-intermediate

Student's Book Answer Key

3 | On schedule

Starting point

Possible responses

- 1 Key factors may include staff, budget, planning, expertise, realistic aims.
- 2 A project can be completed on time and within the budget. On the other hand, it might run over schedule or require extra money.

Working with words

3

1 C 2 A 3 D 4 E 5 B

4

Probable answers

S: within budget, upfront planning, stay on track, make the launch date, accurate forecast, ahead of schedule

U: run out of money, behind schedule, miss the deadline, over budget, out of control, lack of planning, unrealistic budget

S or U: budget constraints

5

1 resolve 2 prioritize 3 keep 4 allocate 5 make 6 check

6

1 run 2 stay 3 check 4 set 5 keep

Business communication skills

1

2 has a realistic schedule and extra time has been planned

3 booked two weeks ago

4 already received offers, most within budget, final choice not made yet

5 problem with handset battery life - can run out in six hours

6 may have to reschedule

2

- 1 How are things with ...? / How's the ... coming along? / How far are you with ...? / How does your side of things look?
- 2 So what do you mean exactly? / So what you're saying is ...? / So the real problem lies with ...?
- 3 Up to now ... / We've set ... / We're on track. / He booked the venue two weeks ago. / I've already ... / I haven't made a final choice yet. / Things aren't running as smoothly as I'd hoped. / We've hit a problem with ...

3

- 1 It wouldn't help meet the deadlines.
- 2 Their reputation is at stake.
- 3 They will look at what they can reschedule.

4

- 1
 - a How about finding
 - b We could
 - c Why don't we wait
 - d would be my proposal
 - e If you ask me, we should
- 2
 - a I don't think that would help us ...
 - b That's possible, but ...
 - c That's not an ideal solution.
 - d I'm not convinced.
 - e I suppose so.

Practically speaking

1

- 1 free-time activities
- 2 their jobs (the second speaker has a new job)
- 3 holidays
- 4 whether they still work for the same company

2

conversation 1: What are you doing at the moment? (I'm learning Mandarin ...) / What about you? Are you still playing golf? (Yes, I am. But I don't play as much as I used to.)

conversation 2: How's the new job going? (It's going well, thanks. I'm really enjoying it.) / How are things with you? (Oh, fine.)

conversation 3: Have you been away recently? (I've just come back from a long weekend ...) / How about you? (No, I haven't been on holiday for ages.) / Have you booked any holiday? (Not yet. It's difficult to find the time. I'm always so busy.)

conversation 4: Do you still work for the same company? (Yes, and we're really busy.) / Are you still enjoying it? (Yes, definitely. It's always different. And it keeps me on my toes.)

Language at work

1

1 b, d

2 c, f

3 a, e

4 already

5 yet

2

1 last week, a couple of weeks ago, yesterday

2 up to now, so far (this week), since our last meeting, to date, just, over the last few months

3 The expressions *today* and *this morning* could work with either. The past simple will refer to a finished action: *We spoke this morning*. We could also use the present perfect if the action has occurred this morning or today and it is still recent: *We've worked on it this morning* (and it is still the morning or very recent). *In the last month* could also be used with either. If you are talking on the 30th of the month, you might say *In the last month we've sold 12,000 units*. However, if the month is in the past, we would use the past tense: *2004 was an excellent year, and in the last month we sold 20,000 units*.

Case study

Discussion

Possible answers

- 1 By sending out regular information, big companies give the impression they are not hiding anything and are being transparent. This in return builds trust.
- 2 The following tasks may be involved: decide suitable dates and destination for each road show, choose and invite investors, book venues for presentations including catering, arrange travel and accommodation.