3 a Look at the schedule for work on the hotel. When does each part of the project start and finish?

Schedule	March	April	May	June – open 15th
Building work				
Decorating				
Website				
Brochure				

b It's May 1st. John is writing to his partners to give an update on the project. Fill in the gaps in the emails.

> on budget
> on schedule
> behind schedule
> under budget
> ahead of schedule
> over budget

c Underline phrases in the emails that mean:

1 we're having problems
2 finish (the work)
3 we're behind schedule

d Vocabulary practice ⋯> Page 96, Exercise 2.

4 Communication practice 4.
Student A ⋯> Page 78.
Student B ⋯> Page 89.

5 Talk to a partner about a project or job you're working on at the moment. How's it going?

Richard and Kathy,

Exactly six weeks to go before we open! Here's a short progress report.

As you know, the building work is now complete – so that's ¹ _on schedule_ . However, we're having trouble with the interior designer and the decorating is starting late – 7th May. That means we're a week ² .... I still think we can complete the work before 15th June though.

How are things with you?

John

Hi John,

Thanks for the update. Good news here – the website is now ready two weeks ³ .... People can now book rooms online.

We're running late with the brochure though. And the paper that we want is quite expensive – which means we're a little ⁴ .... However, because of the lower cost of the website (it was £1,200 ⁵ ....) the whole project is still ⁶ ....

Speak soon,

Richard

USEFUL LANGUAGE

We can complete the job on schedule and on budget.
We're ahead of schedule and under budget.
We're having trouble/problems with one of the installations.
We're behind schedule. We're running two weeks late.
Costs are higher than planned. We're $25,000 over budget.

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