Business English Space

Exercise 2

• Draw lines to complete each sentence 1-5 with the best ending, A-E.

• Use each ending once only. You'll need to think in particular about the meanings of the first word in each ending.

Installation of new heating system

- 1. The problems with the heating system first arose
- 2. Work on installing a new system will begin
- 3. Work is expected to continue
- 4. Some offices will then be painted, and this should be completed
- 5. Staff should be prepared for a lot of noise

Which word from A-E

6. means no later than?

7. introduces a phrase that gives the length of a period of time?

A. by the end of October.B. for three or four days.C. in September.D. until the work is finished.E. on the 17th of next month.