**Listening - phrases**

face………………………………..challenging task

Success will stand……………………..you in a good stead

Get approval…………………………………from your superior

rush……………………………..this phase

Save time in the long run………………………

Projects frequently come in late…………………………….

establish………………………….break points

make…………………………….contribution

take…………………………..initial steps

oversee………………………..different components

critical………………………………..path analysis

track………………………….them against the timeline

withhold…………………………….goods

Set up a contingency……………………………budget

Cope with unforeseen…………………………….issues

Save headache………………………………later

Hand over……………………………..without interference

Lose impetus……………………………..if manager checks upon them

Day to day……………………………decisions

All staff needs praise…………………………….

oil……………………….the wheels

Keep careful records………………………of everything

arrive……………………..on time and budget

reflect…………………………..on your successes