

Word focus: Verb-noun collocations

7 A collocation is a combination of words that are often used together. Form some verb-noun collocations. Complete the sentences with the correct words or phrases in the box.

\$5,000 production our targets tests some problems the deadline

We speeded up _____
We slowed down _____

We ran _____
We did _____

We had _____
We ran into _____
We solved _____

We spent _____
It cost _____

We met _____
We achieved _____
We exceeded _____

We met _____
We missed _____

8 Which sentences in exercise 7 describe failures? Which describe successes?

9 Write three true sentences about things that have happened in your life using the collocations in exercise 7.

Speaking: Lessons from experience

10 Look at the groups of questions in the table. Then answer questions a–e below.

Which ones are about ...

a time? b money? c the things people did? d problems? e final results?

| | | |
|---|--|--|
| 1 What went wrong? What was the problem? | 3 How did it go? Was it successful? Did you achieve your goals? Did your customers like it? | 4 How much did it cost? How much did you spend? |
| 2 What did you do? What did you learn? | | 5 Did it take long? How long did it take? |

11 Work in pairs. Use the questions in exercise 10 to discuss some lessons you have learnt from life.

1 Think of a situation in the past where you experienced or saw a failure. For example, someone made a mistake, technology didn't work, someone missed a deadline, customers weren't satisfied.

2 Describe what happened and answer your colleague's questions.

3 Discuss what you learnt from the failures.

12 Join with another pair. Student A: Tell the new pair the story your partner told you. Student B: Listen to your partner tell your story. Did he or she get it right and remember everything? Change roles so you hear everyone's stories. At the end, correct anything that is wrong and add anything they forgot.

13 Whose story was the most interesting and why? Who do you think learnt most from their experience and why?

Writing: Explaining what happened

14 Your boss asked you to create a spreadsheet and send it to her yesterday. Unfortunately, something happened so you missed the deadline. Write an email to your boss.

- Apologize for the delay. (Begin: *I'm sorry I didn't ...*)
- Explain why. (Begin: *Unfortunately ...* and say what happened - invent an excuse)
- Say when you will send it. (Begin: *I'll ...*)