

Answers

Below are the correct answers, which are shown in red. The forms of some verbs have changed from how they appeared in the box.

1. It is clear to see that the benefits clearly **outweigh** any potential risks here, so I think that we should **get the ball rolling** with this project as soon as possible.
2. We have a fairly large **contingency** just in case we **exceed** our budget. However, that doesn't mean that we can take our eyes **off the ball** regarding how much we spend. We need to monitor spending carefully, and any extra purchases need to be **run by** me first.
3. We suffered a fairly major **setback** last week, when one of our main clients decided against renewing their contract with us. We will **carry out** a thorough analysis as to why this happened, and we will **strive** to learn from this.
4. I believe that our drop in revenue **stems from** the cost of living crisis which many consumers are struggling with. I can't really see any solutions to this problem - we may even have to look into reducing our prices as a **last resort**. This will at least show that we understand the **plight** of our customers, and that we are willing to put their needs first.