

## 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. As far as I am concerned, the risks of this deal far **outweigh** the benefits for us, so I think that we would be **better** off **pulling out**.
2. First of all, I would just like to bring you all **up to speed** on the progress we have made on the construction project. We have finally **obtained** the necessary planning permission from the local authorities, and we have **finalized** the contract with our general contractor. The aim of this meeting, therefore, is to ensure that we are all **on the same page / up to speed** with regard to your individual roles and responsibilities in the coming weeks.
3. I'm **afraid** that your demands with regard to the deadline are completely **out of the question**. With the size of team that we have, it is just not **feasible** to complete this project within 3 weeks.
4. As a manager, it is sometimes not possible to do everything **by the book**. **Adopting** a more unconventional approach can sometimes yield much better results.