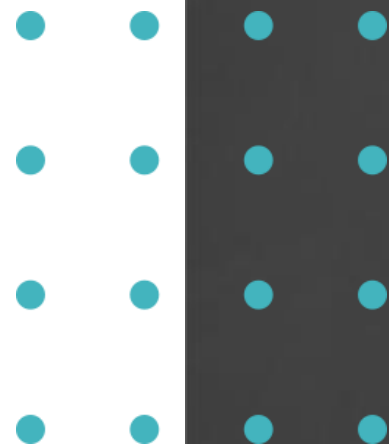


mYngle

Business Intermediate

Homework - Unit 3: Projects



First published in 2024 by mYngle

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1. Read the three paragraphs (a, b, and c) below. Then, read the article about project managers. Choose where each paragraph should go in the article. Write the letter (a, b, or c) in the correct blank.

a. One of the most important aspects of successful project management is ensuring that everyone buys into the objectives. A crucial factor in achieving this is communication. When all team members clearly understand the goals and agree on the plan, it becomes easier to move forward as a cohesive unit. Regular meetings and updates help keep everyone on the same page and allow team members to voice any concerns or suggestions. This alignment is essential for maintaining momentum and ensuring that the project stays on track.

b. Dealing with the budget is another major responsibility. Often, project managers work with a fairly limited budget, so they need to be resourceful and find ways to get the most out of what they have. This can involve negotiating with suppliers, reallocating resources, or finding cost-effective solutions. Staying within budget is crucial to the success of the project, as running out of funds can cause delays or even lead to the project's failure.

c. In addition to gaining practical skills, project managers also have the chance to gain new ideas and insights. Every project is different, and working with a variety of team members from different backgrounds means that there's always something to learn. Whether it's discovering new ways to manage risks or learning from the experiences of others, each project offers valuable lessons. By being exposed to different perspectives, project managers can continuously improve their approach to leading and managing teams.



Project management is a profession that offers numerous opportunities to grow and develop. One of the greatest benefits of being a project manager is having the opportunity to take part in something meaningful, whether it's launching a new product, overseeing the construction of a building, or improving a company's operations. Each project allows managers to develop new transferable skills that are valuable in any industry. These skills include communication, leadership, time management, and problem-solving.

1. _____.

2. _____.

Organizing a schedule is another key responsibility of a project manager. This involves breaking down the project into tasks, assigning deadlines, and making sure that everyone knows what they need to do. It's also important to check on progress regularly to ensure that the team is meeting its targets. If delays occur, adjustments need to be made to get the project back on track.

3. _____.

In conclusion, project management is a dynamic and rewarding career that offers the chance to learn, grow, and make a real impact. From organizing schedules to dealing with budgets, project managers play a key role in ensuring that projects run smoothly and achieve their objectives. With the right skills and mindset, project managers can take on any challenge and lead their teams to success.

2. Answer the following questions regarding the article from the previous exercise.

1. What is one of the greatest benefits of being a project manager?
2. How do project managers develop new transferable skills?
3. Why is it valuable for project managers to gain new ideas and insights?
4. What can project managers learn from the experiences of others?
5. Why is it important that everyone buys into the objectives of the project?
6. What is a crucial factor for ensuring project success?
7. Why is organizing a schedule important for project managers?
8. How does a project manager deal with the budget of a project?
9. What challenges do project managers face when working with a fairly limited budget?
10. Why is it important for project managers to check on progress regularly?

3. Fill in the blanks using the correct phrases from the list below. Each phrase should be used only once.

- to develop new transferable skills
- gain new ideas and insights
- the opportunity to take part in something
- learn from the experiences of others
- everyone buys into the objectives

- a crucial factor
- to organize a schedule
- to deal with the budget
- a fairly limited budget
- to check on progress

1. During the workshop, we had _____ and discuss how to improve our workflow.
2. In this program, you will have _____ that can be applied in different fields.
3. It's important _____ when working in a team, so everyone is aligned with the goals.
4. The most successful teams make sure that _____ and commits to the project's success.
5. One of the main goals of attending conferences is to _____ from industry experts.
6. The manager gave us time _____ and ensure that we are staying on track.
7. A project manager needs _____ to make sure all the tasks are done on time.
8. Our team has _____, so we need to be careful with how we spend.
9. One of the challenges of this project is _____, especially with unexpected costs.
10. Team members can _____ and avoid repeating mistakes by discussing what worked well in previous projects.

1. Read the following article about different methodologies used by project managers and decide if the following statements (1-10) are true or false.

Balancing Flexibility and Structure in Project Management

In the world of project management, teams often have to choose between different methodologies to complete their projects efficiently. Two of the most popular methods are Agile and Waterfall. In recent years, hackathons have become a way for companies to push teams to develop quick solutions under tight deadlines. So, what's the difference between hackathons, Agile, and Waterfall, and how do they handle the common challenges of project management?

Agile Methodology

Agile is a flexible approach where tasks are broken down into smaller parts, often called sprints. One of the biggest advantages of Agile is the ability to adjust the plan frequently and meet the deadline by dividing the project into manageable pieces. If a team starts to fall behind schedule, they can catch up in the next sprint, allowing them to be back on track quickly. Since Agile teams work in short cycles, it's easier to finish ahead of schedule if progress is fast. Resources are allocated for each sprint, ensuring that the team stays within budget. A critical part of Agile is to regularly get updates, making sure that everyone is informed about the current progress. Teams can also delegate tasks effectively, as roles and responsibilities are clearly defined.

Waterfall Methodology

On the other hand, Waterfall follows a more traditional, linear path. Each phase must be completed before moving on to the next. This method is useful when projects have clear, unchanging goals. However, if a team falls behind schedule, it can be difficult to catch up because the stages depend on each other. Waterfall is less flexible than Agile, which means it's harder to get back on track after delays. To avoid falling behind, project managers must allocate resources carefully and ensure the team stays within budget from the start. Delegating tasks is essential to ensure the work gets done efficiently, and getting updates at each stage is important to make sure the project stays on course.

Hackathons: A Race Against Time

Hackathons are a different type of project management experience altogether. Teams work intensively, often for 24 or 48 hours, to meet a very tight deadline. These events are a race to develop creative solutions, and teams must get on with the task immediately. There's little room for delays, and if they fall behind, they must catch up quickly. Since hackathons are short, teams don't have the luxury to finish ahead of schedule, but they do need to stay within budget, especially if resources are limited. Project managers delegate tasks rapidly, and getting updates is key to ensure everyone knows the progress.

In conclusion, whether you choose Agile, Waterfall, or a hackathon depends on your project's needs. Agile allows for flexibility, Waterfall provides structure, and hackathons encourage innovation under pressure. Each method has its strengths, but all of them require effective resource allocation, staying within budget, and timely progress updates to succeed.

1. Agile teams work in sprints, allowing flexibility to adjust plans.
2. Waterfall methodology allows you to easily catch up if you fall behind schedule.
3. Hackathons often last for weeks, giving teams plenty of time to finish ahead of schedule.
4. In Agile, tasks are divided into smaller parts called sprints.
5. In Waterfall, each stage of the project must be completed before moving on to the next one.
6. Hackathons encourage teams to allocate resources over long periods.
7. Waterfall projects are easy to adjust once you begin working on a phase.
8. Agile methodology helps teams stay within budget by allocating resources for each sprint.
9. Hackathons require teams to work intensively within a short period to meet a tight deadline.
10. Getting regular updates is important in both Agile and Waterfall to keep the project on course.

2. Find phrases in the text that match the following definitions.

1. Not progressing as planned; delayed. _____.
2. Return to the planned schedule or path. _____.
3. Complete work on time. _____.
4. Work faster to finish on time after a delay. _____.
5. Distribute available resources like time, money, or materials. _____.
6. Receive the latest information or progress reports. _____.
7. Complete work earlier than planned. _____.
8. Ask someone else to do a task. _____.
9. Spend only the money that is planned or available. _____.
10. Start or continue working on a task. _____.

3. Complete the sentences (1-10) with the most suitable phrase below.

- meet the deadline
- fall behind schedule
- catch up
- be back on track
- finish ahead of schedule

- allocate resources
- stay within budget
- delegate tasks
- get on with a task
- get updates

1. We lost two days due to the software crash, so now we must work overtime to _____ and avoid further delays.
2. The project manager was pleased because despite some unexpected costs, we managed to _____ and didn't overspend.
3. After falling behind last month, the team worked extra hours to _____ and complete all remaining tasks by the new deadline.
4. It's important that we _____ for the presentation tomorrow because the client won't accept any delays.
5. We need to _____ carefully between marketing, development, and support teams to make sure every department can contribute equally.
6. The manager cannot do everything by herself, so she needs to _____ to team members based on their skills.
7. Please _____ on the current status of the budget so that we know if we need to make adjustments.
8. Although we experienced some early delays, the team is now _____ and we expect to finish on time.
9. If the team continues to work efficiently, we could _____ and have extra time to prepare for the client review.
10. There's no time to waste; we need to _____ so we can finish this phase before the weekend.

Past Simple

- **When to use it:**
 - We use the past simple to talk about completed actions that happened at a specific time in the past.
 - It often comes with a **time reference** (e.g., *yesterday, last week, in 2015, two days ago*).
- **Form:**
 - **Subject + past form of the verb** (e.g., *worked, played, went*)
- **Examples:**
 - I **visited** Paris last year. (specific time: last year)
 - She **worked** in a bank two years ago. (specific time: two years ago)
- **Key words:**
 - Yesterday, last week/month/year, ago, in 2010, when I was a child, etc.

Present Perfect Simple

- **When to use it:**
 - We use the present perfect to talk about actions or experiences that **happened at an unspecified time** in the past, or actions that **have a connection to the present**.
 - There is no specific time mentioned. It's often used to show the result of a past action affecting now.
- **Form:**
 - **Subject + have/has + past participle of the verb** (e.g., *worked, played, gone*)
- **Examples:**
 - I **have visited** Paris many times. (unspecified time: could be at any point in the past)
 - She **has worked** at that bank for five years. (it started in the past and continues now)
- **Key words:**
 - Ever, never, already, just, yet, since, for, recently, so far, until now

Summary:

- **Past Simple:** We know **when** something happened, and it is finished.
 - *I visited Paris last year.*
- **Present Perfect Simple:** We don't say **when** exactly, or it has some connection to the present.
 - *I have visited Paris.* (we don't know when, but it could be relevant now)

1. Put the verb in the correct tense (past simple or present perfect).

1. She _____ (do) volunteer work since she moved to the city.
2. They _____ (refuse) a job offer last week because of the salary.
3. I _____ (start) my own company three years ago.
4. We _____ (manage) a big team at our previous job.
5. He _____ (invest) in several projects recently.
6. She _____ (apply) for a different job before she found this one.
7. They _____ (change) jobs frequently until they found their ideal careers.
8. Last month, I _____ (interview) someone for a managerial position.
9. We _____ (live) in this city for five years now.
10. He _____ (start) doing volunteer work in 2010 and continued ever since.

2. Read the following sentences (1-10) and correct the mistakes. Only 3 sentences are correct.

1. She has done volunteer work since she has moved here.
2. They started their own business five years ago.
3. I have refused a job offer last month.
4. He managed a big team when he worked for the previous company.
5. We have invested in the stock market last year.
6. They have changed their jobs frequently until last year.
7. She did not applied for the position because it was too far.
8. I have interviewed someone for a job yesterday.
9. He has started doing volunteer work in 2015 and has continued ever since.
10. We lived in that city for over a decade.

3. Fill in the blanks with the correct form of the verb in either the past simple or present perfect simple.

Sarah is a successful businesswoman who travels a lot for work. She 1. _____ (visit) many countries in the past few years. Just last month, she 2. _____ (go) to Japan for a conference. It was her first time in Asia, and she 3. _____ (love) the experience.

She 4. _____ (work) for her current company for five years now, and during that time, she 5. _____ (achieve) many goals. However, her career 6. _____ (start) at a small firm in her hometown. She 7. _____ (spend) three years there before moving to a larger corporation.

Last week, Sarah 8. _____ (meet) an important client in New York, and since then, they 9. _____ (sign) a new contract that will help grow her company's market in the US. This deal 10. _____ (be) one of her biggest successes so far.

Sarah is proud of what she 11. _____ (accomplish) in her career, but she knows there's still more to achieve.

1. Match each phrase / sentence (1-18) to the correct category (a, b, c or d) from the box below.

1. So far, so good. 2. Where are we with ...? 3. Can anyone else help you? 4. I'm afraid I can't do it. 5. Everything's on track. 6. Would you like to help with that? 7. Let's meet again in two weeks to review the situation / progress. 8. Sorry, but ... / I'd do it, but ... / 9. Yes, no problem. / I'll do it. 10.What's the progress on ...? 11.I'd like you to help ... 12.How's everything going? 13.We've done / finished / completed ... 14.Is that something you can help with? 15.Let's check we all know what we're doing. 16.We're currently (verb + -ing ...) 17.Can you update me on ...? 18.What's happening with ...?	a. asking for an update b. giving an update c. delegating d. summing up the action plan
--	---

2. Complete the conversation using the correct phrase from the box.

- | | |
|--|--|
| <ul style="list-style-type: none">• we've finished• can you update me on• everything's on track• would you like to help with that | <ul style="list-style-type: none">• yes, no problem• so far, so good• let's meet again in two weeks• I'm afraid i can't do it |
|--|--|

Dialogue:

1. **Manager:** _____ the new client project? Are we progressing as planned?
2. **Employee:** Sure, _____ most of the initial research. We just need to finalize the report.
3. **Manager:** _____ the marketing campaign? Is it going as expected?
4. **Employee:** _____. The social media part is going well, and we're almost ready to launch the website.
5. **Manager:** There's a meeting scheduled for Friday, but I can't attend. _____, please?
6. **Employee:** _____, I can cover it.
7. **Manager:** Can you handle the financial report?
8. **Employee:** _____. I have a conflicting deadline and won't be able to finish it on time.
9. **Manager:** _____ to review the progress of all the departments. Please prepare your updates for that.

3. Write suitable questions for each of the answers.

1. _____?
We've done most of the work, and we're just waiting for final feedback from the client.
2. _____?
Yes, no problem. I'll do it. I can help with the marketing campaign next week.
3. _____?
We're currently finalizing the last part of the report, and it should be ready by Friday.
4. _____?
So far, so good. We've completed all the scheduled updates without any major issues.
5. _____?
I'd do it, but I'm busy with other deadlines this week.
6. _____?
Sorry, but I'm already working on another project. I won't be able to help this time.
7. _____?
Let's check we all know what we're doing before the next meeting in two weeks.
8. _____?
Everything's on track, we're following the original timeline without any delays.



1. Read the following article about SMART and underline all the phrases regarding setting goals in red and discussing feasibility in blue.

Achieving Success: How to Set SMART Goals for Your Team

SMART goals are an effective way to ensure success in both personal and professional projects. SMART stands for Specific, Measurable, Achievable, Realistic, and Timely. By focusing on these five key areas, teams and individuals can set clear, attainable objectives that keep them on track.

When setting goals, it's important to start with a clear purpose in mind. For example, "I think we should aim to increase sales by 10% in the next quarter." This gives a clear target and timeline. Similarly, "It would be good to reduce response time for customer inquiries." By setting specific objectives, it's easier to measure progress. Another useful phrase might be, "I suggest we try to expand our market reach by targeting new demographics. "Let's aim for" creating a more efficient work process by automating certain tasks."

Another crucial element is to ensure that the goals are measurable. If a goal is too vague, like "improving customer service," it's hard to track progress. Instead, you might say, "Our goal should be to improve customer satisfaction scores by 15% over the next six months." This way, there's a clear metric to measure success.

Discussing feasibility is another important step in setting SMART goals. You need to evaluate whether the goal is practical and realistic. Questions like, "Is it feasible to complete this project by the end of the month?" help to assess whether the timeline is too ambitious. Or, you might ask, "Do you think it's possible to increase productivity by 50%?" It's essential to balance ambition with reality.

Sometimes, it's helpful to challenge the goals to make sure they're realistic. For example, you could ask, "Is it realistic to think that we can double our output with the current team size?" This ensures that the team isn't setting itself up for failure by aiming too high. A good follow-up question could be, "Is this achievable with the resources we have available?" If the goal seems too large, it's important to consider what can make it feasible. "It may be achievable if we hire more staff or invest in new technology."

Lastly, the "Timely" part of SMART ensures that every goal has a clear deadline. Without deadlines, goals can drag on indefinitely. That's why it's important to set realistic timelines while discussing the feasibility of the goals.

By using the SMART framework, teams can create structured goals that keep everyone focused and motivated, while also ensuring that the objectives are within reach.

2. Match the sentence halves (1-10) and (a-j).

1. To increase our sales in new regions, **I suggest we try to...** ____
2. In order to boost employee morale, **I propose that we...** ____
3. Considering our tight deadlines, **do you think it's possible to...** ____
4. To achieve the company's long-term vision, **our goal should be to...** ____
5. With the current market demand, **it would be good to...** ____
6. Looking at the company's finances, **is it realistic to think that...** ____
7. For better efficiency in our production line, **let's aim for...** ____
8. Given the recent budget cuts, **is it feasible to...** ____
9. To stay competitive in the industry, **I think we should aim to...** ____
10. If we streamline our processes, **it may be achievable if we...** ____

- a. expand our product offerings by next year.
- b. complete the project on time without hiring extra staff?
- c. introduce more flexible work hours for all employees.
- d. increase our market share by 10% in the next quarter.
- e. enter two new international markets this year.
- f. improve productivity by 20% in the next six months.
- g. increase the marketing budget by 15%?
- h. reduce production costs by automating key processes.
- i. upgrade our IT infrastructure before the year ends?
- j. reach our revenue target for the second half of the year.

3. Read each scenario and decide what's the correct **SMART** goal component for each: Specific, Measurable, Achievable, Realistic, Timely.

1. The team will increase website traffic by 15% within three months.
2. Let's aim for launching the new app by the end of this year.
3. Is it realistic to think that we can triple our customer base by next month?
4. I think we should aim to reduce product defects to less than 1%.
5. Our goal should be to hire five new employees by next quarter.
6. Is it feasible to organize training for the entire department next week?
7. It may be achievable if we streamline our manufacturing processes.
8. I propose that we conduct weekly progress meetings to stay on track.
9. Let's aim for increasing employee satisfaction by 10%.
10. Do you think it's possible to complete the project under budget?



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Business Intermediate

Unit 3: Projects

Homework – Answer Key

Exercise 1

1. c.
2. a.
3. b.

Exercise 2

1. The opportunity to take part in something important and meaningful (such as a major project or initiative).
2. By working on various projects, they gain skills that can be used in other jobs or industries, like leadership, communication, and problem-solving.
3. They can improve their strategies and approaches by learning from different projects, teams, and industries, which helps in better decision-making.
4. They can learn effective techniques, solutions to common problems, and new ways of approaching tasks by observing and collaborating with others.
5. When all team members agree and are committed to the project's goals, it improves teamwork and ensures that everyone works toward the same outcome.
6. A crucial factor is making sure that communication is clear and that all team members understand their responsibilities and deadlines.
7. Organizing a schedule helps ensure that tasks are completed on time and that the project stays on track, avoiding delays.
8. A project manager allocates resources, tracks expenses, and makes sure that the project stays within the allocated financial limits.
9. They must find creative and cost-effective solutions to make sure the project is successful without overspending.
10. Regular check-ins help them identify any potential delays or issues early and ensure that the project is moving forward as planned.

Exercise 3

- | | |
|--|--|
| 1. the opportunity to take part in something | 6. to check on progress |
| 2. to develop new transferable skills | 7. to organize a schedule |
| 3. to organize a schedule | 8. a fairly limited budget |
| 4. everyone buys into the objectives | 9. to deal with the budget |
| 5. gain new ideas and insights | 10. learn from the experiences of others |

Exercise 1

1. **True**
2. **False:** in Waterfall, each phase depends on the completion of the previous one, making it difficult to catch up once you're behind.
3. **False:** Hackathons are usually short events, often lasting 24-48 hours, which leaves no time to finish ahead of schedule.
4. **True**
5. **True**
6. **False:** Hackathons are short, intense events with limited time, so resources are often allocated rapidly and not over long periods.
7. **False:** Waterfall projects follow a linear process where adjustments are difficult because each phase must be completed before moving on to the next.
8. **True**
9. **True**
10. **True**

Exercise 2

1. Not progressing as planned; delayed. **Fall behind schedule**
2. Return to the planned schedule or path. **Be back on track**
3. Complete work on time. **Meet the deadline**
4. Work faster to finish on time after a delay. **Catch up**
5. Distribute available resources like time, money, or materials. **Allocate resources**

Exercise 3

1. catch up
2. stay within budget
3. be back on track
4. meet the deadline
5. allocate resources
6. delegate tasks
7. get updates
8. back on track
9. finish ahead of schedule
10. get on with a task

6. Receive the latest information or progress reports. **Get updates**
7. Complete work earlier than planned. **Finish ahead of schedule**
8. Ask someone else to do a task. **Delegate tasks**
9. Spend only the money that is planned or available. **Stay within budget**
10. Start or continue working on a task. **Get on with a task**

Exercise 1

1. has done
2. refused
3. started
4. managed
5. has invested
6. applied
7. changed
8. interviewed
9. have lived
10. started

Exercise 2

1. Incorrect. Correction → She has done volunteer work since she moved here.
2. Correct.
3. Incorrect. Correction → I refused a job offer last month.
4. Correct.
5. Incorrect. Correction → We invested in the stock market last year.
6. Incorrect. Correction → They changed their jobs frequently until last year.
7. Incorrect. Correction → She did not apply for the position because it was too far.
8. Incorrect. Correction → I interviewed someone for a job yesterday.
9. Incorrect. Correction → He started doing volunteer work in 2015 and has continued ever since.
10. Correct.

Exercise 3

1. has visited
2. went
3. loved
4. has worked
5. has achieved
6. started
7. spent
8. met
9. have signed
10. has been
11. has accomplished

Exercise 1

1. So far, so good. **b. giving an update**
2. Where are we with ...? **a. asking for an update**
3. Can anyone else help you? **c. delegating**
4. I'm afraid I can't do it. **c. delegating**
5. Everything's on track. **b. giving an update**
6. Would you like to help with that? **c. delegating**
7. Let's meet again in two weeks to review the situation / progress.
e. summing up the action plan
8. Sorry, but ... / I'd do it, but ... / **c. delegating**
9. Yes, no problem. / I'll do it. **c. delegating**
10. What's the progress on ...? **a. asking for an update**
11. I'd like you to help ... **c. delegating**
12. How's everything going? **a. asking for an update**
13. We've done / finished / completed ... **b. giving an update**
14. Is that something you can help with? **c. delegating**
15. So, let's check we all know what we're doing. **e. summing up the action plan**
16. We're currently (verb + -ing ...) **b. giving an update**
17. Can you update me on ...? **a. asking for an update**
18. What's happening with ...? **a. asking for an update**

Exercise 2

1. "Can you update me on" is used when asking for a progress report.
2. "we've finished " is an appropriate response indicating the completion of a task.
3. "What's happening with" is the right phrase to check in on a project's progress.
4. "So far, so good" indicates that things are going well and moving according to plan.
5. "would you like to help with that" the manager is offering a task
6. "Yes, no problem" is the ideal response, confirming the employee is willing to assist.
7. "I'm afraid i can't do it" is a polite way of declining the task due to a conflicting commitment, making it the only suitable answer.
8. "Let's meet again in two weeks" this phrase is appropriate for scheduling a future meeting to review progress, which is essential for staying organized and on top of tasks

Exercise 3

1. Can you update me on the client proposal?
2. Would you like to help with the new marketing campaign?
3. What's the progress on the quarterly report?
4. Where are we with the software update?
5. Can anyone else help you complete the presentation?
6. Sorry, but I can't join the meeting tomorrow.
7. Let's meet again in two weeks to review the progress.
8. Is the timeline for the project still on track?

Exercise 1

Setting Goals:

- I think we should aim to...
- It would be good to...
- I suggest we try to...
- Let's aim for...
- Our goal should be to...
- I propose that we...

Discussing Feasibility:

- Is it feasible to...?
- Do you think it's possible to...?
- Is it realistic to think that...?
- Can we really...?
- Is ... achievable?
- It may be achievable if we...

Exercise 2

1. To increase our sales in new regions, I suggest we try to...
e. enter two new international markets this year.
2. In order to boost employee morale, I propose that we...
c. introduce more flexible work hours for all employees.
3. Considering our tight deadlines, do you think it's possible to...
b. complete the project on time without hiring extra staff?
4. To achieve the company's long-term vision, our goal should be to...
d. increase our market share by 10% in the next quarter.
5. With the current market demand, it would be good to...
a. expand our product offerings by next year.

Exercise 3

- | | |
|---------------|---------------|
| 1. Measurable | 8. Timely |
| 2. Timely | 9. Measurable |
| 3. Realistic | 10. Realistic |
| 4. Specific | |
| 5. Achievable | |
| 6. Achievable | |
| 7. Achievable | |

6. Looking at the company's finances, is it realistic to think that...
g. increase the marketing budget by 15%?
7. For better efficiency in our production line, let's aim for...
h. reduce production costs by automating key processes.
8. Given the recent budget cuts, is it feasible to...
i. upgrade our IT infrastructure before the year ends?
9. To stay competitive in the industry, I think we should aim to...
j. reach our revenue target for the second half of the year.
10. If we streamline our processes, it may be achievable if we...
f. improve productivity by 20% in the next six months.