



#### Month:

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Month:	_	
If you have the courage to start,	Monday	TUESDAY
you have the courage to succeed.		
Mel Robbins	;	
7 /		
To do	_	
Remember		
Notes		
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### **Thursday**



We will make a forecast of the results and compare it with the budgeted costs.

# Friday

to be sorry for the dela for the delay

Thank you for your patience and we are very sorry for the delay.

### Saturday

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situation

It is a win-win situation for both companies.

Sunday

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## **Evaluation 1**

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	·		_
Page	Phrase	Progress	Notes
30	sales targets	00000	
30	to have an interview	00000	
30	a wide range	00000	
31	a breach of contract	00000	
31	TBD - to be determined	00000	
31	to look forward to doing	00000	
34	to do business abroad	00000	
34	a bull market	00000	
34	to be over budget	00000	
35	Purchasing Department	00000	
35	to arrive at	00000	
35	first things first	00000	
38	at the halfway stage	00000	
38	on the payroll	00000	
38	TBA - to be announced	00000	
39	to make a forecast	00000	
39	to be sorry for the delay	00000	
39	a win-win situation	00000	
42	to consider a proposal	00000	
42	raw materials	00000	
42	to move a headquarters	00000	
43	a night shift	00000	
43	a price quoted in	00000	
43	to be at stake	00000	
46	sales growth	00000	
46	a delivery address	00000	
46	an attorney-at-law	00000	
47	an entrance exam	00000	
47	to hear from somebody	00000	
47	to be snowed under with something	00000	
50	economic situation	00000	
50	to go on a business trip	00000	
50	the unemployment rate	00000	
51	to start a business	00000	
51	as far as I remember	00000	
51	Nothing ventured nothing gained	00000	
54	to draw up the minutes	00000	
54	personal liability	00000	
54	a business card	00000	
55	to receive complaints	00000	



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Page	Phrase	Progress	Notes
55	to analyse market trends	00000	
55	to give somebody a piece of one's mind	00000	
58	to be off sick	$\circ \circ \circ \circ \circ$	
58	registered mail	00000	
58	to run out of	00000	
59	to evaluate the progress	00000	
59	to wrap up	00000	
59	to tie up the loose ends	00000	
62	to develop a new product	$\circ \circ \circ \circ \circ$	
62	to include VAT	00000	
62	sales figures	$\circ \circ \circ \circ \circ$	
63	to go bankrupt	00000	
63	free of charge	00000	
63	Don't count your chickens before they are hatched	00000	
66	by the end of the week	00000	
66	a settlement period	00000	
66	to arrange a meeting	00000	
67	office hours	00000	
67	galloping inflation	00000	
67	the tip of the iceberg	00000	
70	a notice period	00000	
70	to extend a contract	00000	
70	at the end of the month	00000	
71	to attach the file	00000	
71	Supreme Court	00000	
71	mind your own business	00000	
74	basically	00000	
74	to be good at	00000	
74	to be out of stock	00000	
75	KPI - Key Performance Indicator	00000	
75	a today's schedule	00000	
75	a pain in the neck	00000	
78	quality and quantity	00000	
78	an expiry date	00000	
78	Finance Department	00000	
79	to do market research	00000	
79	a proof of purchase	00000	
79	to take into account	0	