

Work & Productivity Collocations: Tasks, Meetings, Deadlines & Performance

Easy

Medium

B1 | Intermediate

B2 | Upper Intermediate

Adjective

Phrasal verb

Phrase

Present tense

Verb

Collocations

Vocabulary

1. Help Sarah complete her work report by choosing the correct words to form the most natural collocations in professional English.

Yesterday I managed to _____ the task on time and _____ the deadline. My supervisor was pleased that I could _____ such a challenging project successfully.

Choose the correct option for each gap.

Blank 1

- A) finish
- B) complete
- C) accomplish

Blank 2

- A) meet
- B) reach
- C) achieve

Blank 3

- A) tackle
- B) manage
- C) oversee

2. Choose the correct word to complete the meeting preparation.

Before the board meeting, Lisa needs to _____ an agenda and then have it reviewed by her manager before distributing it to attendees.

Select one.

- A) make
- B) write
- C) draft
- D) build

3. You're a project manager writing performance reviews. Select ALL the standard collocations that specifically express successful completion of work assignments in professional contexts.

Select all that apply.

- A) complete a task
- B) finish a task
- C) accomplish a task
- D) attempt a task
- E) abandon a task

4. Fill in Lisa's project management notes with the appropriate task-related collocations.

Today's priorities: _____ tasks to team members, _____ clear priorities for the week, and _____ progress on the current project milestones.

Choose the correct option for each gap.

Blank 1

- A) Assign
- B) Delegate
- C) Give

Blank 2

- A) set
- B) establish
- C) make

Blank 3

- A) track
- B) monitor
- C) watch

5. Choose the correct word to complete the project update.

Due to unexpected complications, the team had to _____ for a deadline extension from the client.

Select one.

- A) demand
- B) request
- C) require
- D) order

6. You're preparing for an important business meeting. Choose ALL the phrases that are standard professional collocations for describing active meeting participation.

Select all that apply.

- A) contribute to the discussion
- B) share insights
- C) donate opinions
- D) provide input
- E) give donations

7. Choose the correct word to complete the workplace scenario.

Sarah needs to _____ a meeting with the marketing team to discuss the new campaign launch.

Select one.

- A) make
- B) schedule
- C) do
- D) take

8. Choose ALL the phrases that correctly describe working under time pressure.

Select all that apply.

- A) meet a tight deadline
- B) work against the clock
- C) catch a deadline
- D) race against time
- E) hold a deadline

9. Choose the correct word to complete the manager's instruction.

The new intern needs to learn how to _____ tasks efficiently to be successful in this role.

Select one.

- A) create
- B) assign
- C) prioritize
- D) delegate

10. Complete this stressed worker's email with the correct expressions.

I'm really struggling to _____ my workload this week. The deadline is _____ fast, and I'm worried I won't finish everything on time.

Choose the correct option for each gap.

Blank 1

- A) handle
- B) manage
- C) control

Blank 2

- A) coming
- B) approaching
- C) arriving

11. You're writing a business report about workplace improvements. Select ALL the phrases that sound natural and professional when describing enhanced work output.

Select all that apply.

- A) boost productivity
- B) increase efficiency
- C) enhance performance
- D) escalate productivity
- E) amplify efficiency

12. Select the appropriate words for this performance evaluation.

This employee consistently _____ expectations and always _____ high-quality work. Her productivity has improved significantly this quarter.

Choose the correct option for each gap.

Blank 1

- A) reaches
- B) exceeds
- C) goes

Blank 2

- A) provides
- B) delivers
- C) gives

13. Choose the correct word to complete the HR discussion.

During the annual review, managers need to _____ employee performance fairly and objectively.

Select one.

- A) judge
- B) measure
- C) evaluate
- D) test

14. Choose the correct words to complete the office conversation.

"Can we _____ a meeting for next Tuesday? I need to _____ the budget discussion since I'm the team leader."

Choose the correct option for each gap.

Blank 1

- A) schedule
- B) organize

Blank 2

- A) chair
- B) facilitate

15. Choose ALL the phrases that correctly describe workplace performance evaluation.

Select all that apply.

- A) exceed expectations
- B) meet targets
- C) overcome goals
- D) achieve objectives
- E) defeat standards

16. Complete Jake's calendar notes by selecting the appropriate words for these work collocations.

Monday: _____ the morning meeting at 9 AM

Tuesday: _____ a meeting with the marketing team

Wednesday: _____ the weekly progress meeting

Choose the correct option for each gap.

Blank 1

- A) Attend
- B) Join
- C) Go

Blank 2

- A) Schedule
- B) Arrange
- C) Plan

Blank 3

- A) Lead
- B) Chair
- C) Head

17. Help the manager complete his delegation instructions.

I need to _____ this urgent task to someone reliable. Could you _____ the client presentation while I focus on the budget analysis?

Choose the correct option for each gap.

Blank 1

- A) give
- B) assign
- C) hand

Blank 2

- A) take
- B) handle
- C) do

18. Choose the correct word to complete the office conversation.

"I'm worried we won't be able to _____ the deadline for the quarterly report," Tom said nervously.

Select one.

- A) reach
- B) arrive
- C) meet
- D) catch