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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