

Business communication skills

Meetings | Updating and delegating tasks



TO DO:

Call Samira Khan (community centre)
Check re:
– deadline – can they meet it?
– decorating?
– lighting?
– carpets?
– action?

1 07> Jamie Ortega oversees several volunteer projects in the Chicago area. He is calling Samira Khan to ask about the progress of the community centre project she is working on. Listen to their conversation and makes notes on Jamie's notepad.

2 07> Listen again and complete these phrases.

- 1 How _____ over there?
- 2 Well, so far _____.
- 3 Everything's _____.
- 4 So what's _____ the decorating?
- 5 We're _____ the ceiling ...
- 6 And where _____ the lighting?
- 7 We've _____ ...
- 8 So, _____, the painting's nearly done, ...
- 9 So it's all going according _____.

3 Put the phrases from 2 into these categories.

- a Asking for an update: _____
- b Giving an update: _____
- c Summarizing: _____

4 Work with a partner. Look at this schedule for an office move. Ask and answer questions about the project using phrases from 2.

Example: A What's happening with the headed stationery?

B We've ordered it.

OFFICE MOVE PROJECT UPDATE: 11/05

Task	Deadline	Date finished
Order headed stationery	10/05	09/05
Order new furniture	10/05	10/05
Send new address cards to clients	11/05	To do
Issue staff with new badges	11/05	10/05
Pack up paperwork	15/05	ongoing

5 08> Listen to this meeting between Samira, Jamie, and team members, Josie and Bruno. Who agrees to

- 1 meet the carpet suppliers? _____
- 2 buy the paint? _____
- 3 paint the ceiling? _____

LIVWORKSHEETS

Tip | Dates

Dates are written differently in the US and the UK. In British English the day comes before the month. In American English the month comes before the day.

the tenth of May = 10/05 (British English); 05/10 (American English)