



Business Communication

Use the phrases to complete the email:

this means · the biggest potential benefit of · in the future · the other major advantage · whereas
· at the moment · is another great thing about

Dear team,

I wanted to update you on the latest developments with our project management software.

Currently, _____ the software handles basic scheduling tasks. However,
_____ this update is improving communication between departments.

_____, it has a simple interface that requires minimal training.

_____, is its ability to generate detailed reports automatically.

_____, we expect to roll out the new version across all offices.

_____, more efficiency and fewer errors.

Best regards,

Project Manager