The Tech-Tariff project is a collaboration between MMT-Tech (service provider) and Anvikon (mobile phone manufacture). The aim is to launch a new hi-tech phone with new advanced features from Anvikon in combination with MMT-Tech's tariff which includes free video phoning. Sarah and Michelle from MMT-Tech and Ian from Anvikon are meeting to discuss the progress.

Tech-Tariff Update Meeting – 2 Sept

Agenda

1 Update on marketing activities (MMT-Tec):
- Launch date [1] Set for 15th November
- Advertising campaign [2] _____
- Launch party: Venue [3] _____
  Catering [4] _____

2 Update on Anvikon activities:
- Handset [5] _____

3 Project schedule [6] _____

What phrases do the speakers use to ask for an update?

LIVEWORKSHEETS

1 Complete these suggestions made by the speakers.

a _____ another battery supplier?

b _____ keep the same battery but not mention its lifespan.

c _____ and see what the technicians suggest ...?

d Using a different phone for the launch _____.

e _____ look at what we can reschedule.

LIVEWORKSHEETS

Working with words

1 Replace the verbs in *italics* with a phrasal verb from the list with the same meaning. Make any changes that are necessary.

get round	set up	come up with
take forward	pay off	carry out
bring down	take up	

1 I'm thinking of leaving the company to *start* _____ my own business.

2 We're over budget on this project – we need to do something to *reduce* _____ the costs.

3 That's a great idea – I knew you would *create* _____ a plan to solve the problem.

4 The company has *responded to* _____ the challenge of recruiting across the EU.

5 We *performed* _____ a lot of tests before we launched this product on the market.

6 We put a lot of money into this idea – hopefully the investment will *have a good result* _____.

7 We *avoided* _____ the problem of relocating extra staff by recruiting locally.

8 The first stage of the project went well, and we're now *developing* _____ our plans for the next stage.

2 Complete the phrases in bold in the text with a suitable word from the list.

technology	revolutionary	practical
advantage	potential	features
state-of-the-art		

The Cell Zone™ is a [1]_____ **idea** from Salemi Industries – a cell phone booth that lets you make and receive cell phone calls without disturbing anyone. It's a [2]_____ **solution** to the problem of making calls in noisy public spaces. The Cell Zone™'s **key** [3]_____ are its effective sound-proofing and its unique cylindrical shape. It is both functional and stylish – a product where **cutting-edge** [4]_____ is combined with [5]_____ **design**. A **major** [6]_____ of the Cell Zone™ is that it can be located almost anywhere – airports, nightclubs, etc. or even on the street. It also has [7]_____ **benefits** for advertisers who can use the exterior to promote their product or service.

LIVEWORKSHEETS

Asking for an update	Giving an update	Responding to a solution
1. How does your side of things look? 2. How's the…coming along? 3. How far are we with? 4. What's the current status of?	1. Up to now (the launch date) has been (set)… 2. I've already… 3. We're on track 4. Things aren't running as smoothly as I'd hoped … 5. We've hit a problem with…	1. It's worth a try 2. That's not an ideal solution 3. I'm not convinced … 4. I suppose so…

It's two days before the launch. Read the following information and give your colleagues an update using the phrase from above.

Launch date 'To do' list

Bring Anvikon merchandise to venue (I)

Done! Already sent. Suggestion: bring extras and leave in car?

Finalize timetable of day with sound engineers (M)

Brief Anvikon staff about handset demonstration (I)

Problem – illness in office – rescheduled for tomorrow when all sales staff are present. Suggestion: time – mid-afternoon?

Check replies from the press – who's coming? (M)

Send Anvikon PR manager's speech to MMT-Tec (I)

Not ready! Will contact him again today. Suggestion: PR manager emails it direct to MMT-Tec?

Make sure Sarah's briefed on everything (I / M)

On track! Have logged everything – will send brief to Sarah tomorrow p.m.

LIVEWORKSHEETS

LIVEWORKSHEETS