BUSINESS SKILLS

Meetings: Updates and action

1 What kinds of updates do you give and receive in a typical week?

2 What action items do you have at the moment?

2A 3.04 **Listen to a team leader explaining a new procedure for meetings. What type of meeting is it?**

B Listen again and answer the questions.

1 How long does she expect the meeting to take?
2 What is the aim of the meeting?
3 How often will the meetings take place?
4 What time will the meetings start?
5 What is the ball for?
6 What information will each person give?
7 What will happen after the meeting?

3A 3.05 **Listen to the next part of the meeting as three participants give their information. Complete the table below.**

	Yesterday	Today	Problems/Impediments
Jack			
Sal			
Tom			

B Listen again and check your answers. Which of the three speakers was the most difficult to understand? Why?

4 Work in pairs. Use your notes in Exercise 3 to rewrite what the third speaker said. If necessary, look at the audioscript on page 149. Practise reading your version out loud. Compare your version with others in the class.

5 Listen to the meeting again. Think about who the team leader will speak to after the meeting and what follow-up action items they will discuss. Make notes, then discuss your ideas in pairs.

6 3.06 **Listen to a conversation after the meeting. The team leader's boss is asking her some questions. Try to answer each question yourself before you listen to the team leader's answer.**

LIVEWORKSHEETS

Asking for and giving updates

Match the beginnings (1–7) with the endings (a–g) to make questions from the audio which are used to ask for an update.

1 How are we doing with the	a me an update on the plans?
2 What's happening with	b redrafting of the China contract?
3 And where are	c to date on the programme for today?
4 Can you bring me up	d the deadlines?
5 What's the latest	e speed on the factory shutdown?
6 Can you give	f on the new schedule?
7 When will you be able to bring me up to	g we with the logo?

8A Complete the sentences from the audio using the words in the box.

agreed	finish	followed up	impediment	progress	see	spent	worked	work on

1 Yesterday I _____ on the new contract for the China project.
2 So the draft contract is in _____, and I expect to complete it today.
3 The only _____ I see is time.
4 I had a meeting with a sub-supplier in the morning, where we _____ some new deadlines.
5 We _____ the meeting with a nice lunch.
6 Today my plan is to _____ writing a summary of yesterday's meeting.
7 I don't _____ any impediments at the moment.
8 I'm planning to _____ the designs for the new logo.
9 Yesterday I _____ most of the day discussing ideas for the new logo.

B Which sentences in Exercise 8A a) give an update on a past action b) talk about planned actions c) refer to an impediment (problem)?

9A Work in pairs. Note down possible answers to the questions in Exercise 7. Then listen again to track 3.06 to check your answers.

B Practise asking and answering the questions.

LIVEWORKSHEETS

TASK

Work in small groups. Read the notes on the three scenarios. Think about how you would use the format from the audio (giving an update on a past action, talking about planned actions, referring to any problems) to give updates on these three issues.



1 TH37 PROJECT

The project team has now been agreed.

The first project meeting is planned for next week. We are working on the agenda at the moment.

The final budget is expected by Friday this week, but it may not be sufficient.

2 HOLIDAY PLANS

The agreed dates for the factory shutdown will be 16 Dec–4 Jan.

Discussions with department heads are happening today.

We still need to find volunteers to answer the telephones during the shutdown.

3 DELIVERY OF NEW OFFICE FURNITURE

The delivery dates were changed yesterday. The new date is Wednesday next week.

We need to inform all departments and make sure this date is OK with everyone.

We need to find someone to deal with the delivery company. (Normally Jonathan, but he is away on a course.)

B When you are ready, take turns to ask for and give updates to the group on the scenarios and answer any questions (maximum five minutes per person). Follow the updates by discussing possible action items and noting these down.

C When you have finished, discuss what went well and what was difficult about the discussion. In particular, who gave the clearest update? What phrases did he/she use?

Email requesting an update

The articles:

1. What Is the Best Way to Politely Request an Update From Your Client? (With Email Samples)

2. Giving Status Update In a Meeting

3. Writing status updates: Tips and phrases

LIVEWORKSHEETS

1A **Read the email below. What is Wilhelm asking John to do?**

To: John Carver, Project Manager
From: Wilhelm Haas, Finance Manager
Subject: Building project update

Dear John,

I'd like to know if the first stage of the building project is moving **fast enough** and will meet the orignal deadlines, so could you let me know what the curent position is? If you are not going to meet the deadlines, would you check when we can get together to go over the shedule?

Also the CFO is now worried that there aren't **enough funds** to complete the project on time, especially as there have been sevral problems. I'd therefore be grateful if you could send me cost details for last month, particularly any aditional purchases you made.

I understand that whether conditions were **not good enough to** start the second stage of the project last week. I'd appreciate it if you could meet me tomorrow afternoon to discuss the rescheduled dates. Could you also ask your asistant to join us, please?

Reguards

Wilhelm

B **Underline eight spelling mistakes and correct them.**

C **Check your answers with a partner. Then check the spellings in a dictionary.**

2 **Complete the table below with words from the box.**

appreciate	grateful	help	if	mind	possible	possibly	request	to	what

Statement	Question
I'd like to know [1]_____ the first stage of the building is moving fast enough.	Could you let me know [6]_____ the current position is?
I'd therefore be [2]_____ if you could send me cost details for last month.	Could you ask your assistant [7]_____ join us, please?
I'd [3]_____ it if you could meet me tomorrow afternoon.	Would you [8]_____ sending me the details?
I need your [4]_____ with the monthly report.	Would it be [9]_____ to have a meeting next week?
I'd like to [5]_____ a meeting with the manager.	Could you [10]_____ meet me tomorrow?

LIVEWORKSHEETS

We can use ***enough*** with adjectives, adverbs and nouns. *Enough* means 'as much as you need'. *Not enough* means 'less than is needed or necessary'.

adjective + *enough*

*The manager is **experienced enough** for the job.*

*We can't work today. The weather isn't **good enough**.*

adverb + *enough*

*I'd like to know if the first stage of the building project is moving **fast enough**.*

*The project isn't moving **fast enough**.*

***enough* + noun**

*The CFO is now worried that there aren't **enough funds**.*

adjective/adverb + *enough* + *to* and *enough* + noun + *to*

*I understand that weather conditions were not **good enough to** start the second stage.*

*We haven't got **enough funds to** finish the project.*

Your head office is being refurbished and you want to find out from the project leader how the refurbishment is going. Write the exact questions you could ask.

- deadline
- new finish date
- work completed
- work not completed
- reasons
- furniture/equipment
- problems

Write an email to the project leader requesting an update on the refurbishment in around 150 words.

Exchange emails with your partner. In what ways are your emails the same? How many phrases from the functional language box did your partner use? Did your partner use different phrases from you?

Test preparation

LIVEWORKSHEETS