

SESSION 1 · WORKSHEET

Done or pending? Reporting progress at school

Present perfect vs. past simple · already, just, yet · do / does in questions

Today's goal

By the end of this session, you can give a clear **status update**: say what is done, what is still pending, and ask questions about costs and plans.

Part A · Vocabulary for school leaders

Exercise 1 · Match the words with the definitions

Write the correct letter next to each word.

#	Word	Letter	Definition
1	enrollment	_____	a) the last day or time to finish something
2	tuition	_____	b) the money families pay for their children's education
3	budget	_____	c) official approval that a school meets quality standards
4	payroll	_____	d) a short report on how a project is progressing
5	board	_____	e) the number of students registered in a school
6	accreditation	_____	f) not decided or not finished yet
7	deadline	_____	g) the group of people who make the most important decisions
8	pending	_____	h) a document that says how much a product or service will cost
9	quote	_____	i) the list of employees and the money paid to them
10	status update	_____	j) a plan of how much money you can spend in a period

Useful collocations

approve the budget · hire new teachers · submit a report · meet a deadline
raise tuition · receive a quote · register for next year · send an update

Exercise 2 · Complete the sentences with a word from Exercise 1

1. We need to submit the report before the _____ on Friday.
2. _____ is growing: we have 240 students for next year.
3. The supplier sent us a _____ for the new laptops.
4. The new tuition fees are still _____. The board hasn't decided.

Part B · Listening: a voice memo

Laura Méndez is the Academic Director of the Toluca campus. She sends a voice memo to Daniel, the Network Director, before the board meeting.

Exercise 3 · Listen and choose the correct answer

Listen once. Circle a, b or c.

1. Why is Laura sending this message?
(a) to invite Daniel to a meeting (b) to give an update before the board meeting (c) to complain about the finance team
2. When did the new science teachers start?
(a) last month (b) on Monday (c) they haven't started yet
3. What is the campus's final accreditation score?
(a) 82 (b) 90 (c) 92
4. Why isn't the budget finished?
(a) The finance team found errors in the payroll figures. (b) The board rejected it. (c) The supplier sent two different quotes.
5. How many students had registered at this point last year?
(a) 210 (b) 220 (c) 240
6. What does Laura want to know about the teacher training?
(a) when it starts (b) who pays for it (c) how many teachers can go

Exercise 4 · Listen again and complete Laura's words

Write one or two words in each space.

1. We've _____ hired the two new science teachers.
2. The accreditation visit _____ very well last month.
3. We've _____ received the final score.
4. We haven't finished the budget for next year _____.
5. The board _____ approved the new tuition fees yet.
6. Two hundred and forty students _____ already registered.
7. How much _____ the new laptops for the library cost?
8. _____ the network pay for the teacher training?

Part C · Grammar in context

Look at your answers in Exercise 4. Laura uses two different tenses to talk about the past.

Past simple	Present perfect (have / has + past participle)
Finished time. We know <i>when</i> it happened, and that time is over.	Connected to now. The result is important today. The time is not finished or not mentioned.
The visit went very well last month .	We've already hired two new teachers.
The finance team found errors last week .	We've just received the final score.
The new teachers started on Monday .	We haven't finished the budget yet .
Signal words: yesterday, last week / month / year, two days ago, on Monday, in 2024, when...	Signal words: already, just, yet, so far, this week / year, since, for, ever, never

Word	Where?	Example
already	(+) between <i>have</i> and the participle	We have already hired the teachers.
just	(+) between <i>have</i> and the participle. It means <i>a very short time ago</i> .	We have just received the score.
yet	(-) and (?) at the end of the sentence	The board hasn't approved the fees yet . Have you sent the report yet ?

Careful!

X We **have approved** the budget **last week**. ✓ We **approved** the budget **last week**.

X We didn't approve the budget yet. ✓ We **haven't approved** the budget **yet**. (formal reports)

X The board **have** approved it. ✓ The board **has** approved it. (board = it)

Questions with do / does

Subject	Auxiliary	Example from the memo
I, you, we, they, plural nouns	do	How much do the new laptops cost?
he, she, it, singular nouns	does	Does the network pay for the training?

After *do / does*, use the **base form**: X How much does the software costs? ✓ How much does the software **cost**?

Irregular verbs you need today

Base form	Past simple	Past participle	Example
go	went	gone	The visit went well.
send	sent	sent	I've sent the report.
find	found	found	They found errors.
meet	met	met	We've met 120 families.
begin	began	begun	Classes have begun.

Base form	Past simple	Past participle	Example
write	wrote	written	She's written the plan.

Part D · Practice

Exercise 5 · Complete with do or does

1. How much _____ the new uniforms cost?
2. _____ the Puebla campus have its own accountant?
3. When _____ the auditors arrive?
4. _____ your team use the new payroll software?
5. How many students _____ each teacher have?
6. What time _____ the board meetings usually start?

Exercise 6 · Choose the correct option

1. We (approved / have approved) the budget last Thursday.
2. The board (didn't approve / hasn't approved) the tuition increase yet.
3. The new director (started / has started) in January.
4. (Did you finish / Have you finished) the enrollment report yet?
5. Enrollment (rose / has risen) by 5% in 2023.
6. We (hired / have hired) three new teachers so far this year.
7. The accreditation team (visited / has visited) our campus two weeks ago.

Exercise 7 · Complete the email

Use the correct form of the verb in brackets: past simple or present perfect.

To: Carmen Ruiz, Network Director

Subject: Weekly update – Metepec campus

Hi Carmen,

Here is this week's update.

Library software: We (1) _____ (install) it last Tuesday, and teachers (2) _____ (already / start) to use it.

Parent meetings: We (3) _____ (not / finish) them yet. We (4) _____ (meet) 120 families so far.

Payroll: The finance team (5) _____ (just / send) me the October figures. I (6) _____ (not / check) them yet.

Maintenance: The contractor (7) _____ (repair) the roof in September, but the new gym lights (8) _____ (not / arrive) yet.

Question: How much (9) _____ (the gym lights / cost)? The supplier's quote is not clear.

Best regards,

Jorge

Part E · Your turn: your own status update

Exercise 8 · Plan and speak (1 minute)

Write three real projects from your work. Then give your teacher a one-minute oral status update.

Project	Done? ✓ / ✗	When? (if done)	Key sentence
1.			
2.			
3.			

Useful language

I'd like to give you a quick update on... · First, the good news... · We've already... / We've just...

Last week / On Monday, we... · We haven't... yet. · ... is still pending because...

I have a question: how much do / does...? · Does the network...?