



1551112

**LISTENING AND SPEAKING
IN BUSINESS ENGLISH 2**

สิริวารปัญญา



Unit 6

CHECKING PROGRESS

In this unit you will explore vocabulary and expressions related to giving and receiving updates. You will do a role play presenting updates and give details of a project.



LESSON OBJECTIVES

1

understand and use relevant vocabulary and phrases associated with giving and receiving work progress updates

2

develop listening skills to effectively comprehend updates

3

improve speaking fluency by engaging in role play where participants exchange updates on their respective work projects





LESSON CONTENT



Travel arrangements



2. Getting an update



3. Giving an update



4. Performance Task



Let's start



01

TRAVEL ARRANGEMENTS



Cindy Bennett is the General Manager of a leading travel agency. Last weeks she asked her assistant, Dan Rubin, to make the arrangements for her trip to Brazil. Cindy calls Dan to find out how much he has done.



**Listen to the conversation.
Check (✓) the things he has
done. Place a cross (✗) next
to the things he has not done.**

Dan has

a reserved the flights



b made the hotel reservations



c rented a car



d arranged a meeting with Mr. Viana



(Barnard et. al, 2018, p. 51)

Listen again and fill in the blanks.



1. I ‘ve reserved _____ your flights.

2. I ‘ve made _____ reservations.

3. I haven't organized _____ anything yet.

4. I haven't arranged _____ an appointment yet.

I've = I have





Grammar review

Present Perfect (recent action)

1. I **'ve reserved** _____ your flights.

Subject	have/has	past participle
I/we/they/you	have	finished
he/she/it	has	done

3. I **haven't organized** _____ anything yet.

Subject	haven't/hasn't	past participle
I/we/they/you	haven't	finished
he/she/it	hasn't	done

(Murphy, 2019, p. 14)



02

GETTING AN UPDATE





Listen to a conversation between a Project Engineer and the foreman at the construction site. Fill in the blanks with what the Project Engineer says.

a. Have you finished the main building?

b. Have you started the bungalows yet?

c. Have you completed the pool?

d. Have you begun the golf course yet?





Listen again. Check (✓) the things that have been done. Put a cross (x) next to the things that have not been done.



a. Have you finished the main building?



b. Have you started the bungalows yet?



c. Have you completed the pool?



d. Have you begun the golf course yet?





a. Have you finished the main building?



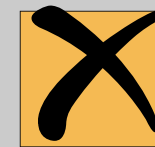
b. Have you started the bungalows yet?



a. Have you completed the pool?



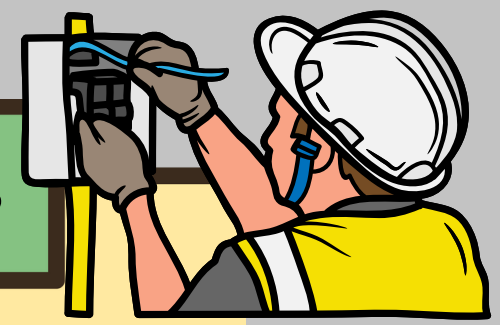
a. Have you begun the golf course yet?



Ask and answer questions about the project in pairs.




Look at some of the jobs the other workers at the site have to do. Ask and say what they have done.



Electricians

- install the fire alarms ✓
- finish the lights ✓
- test the system ✗



Plumbers

- install showers ✓
- put in heaters ✓
- start work in the bungalows ✗



Decorators

- paint the bedrooms ✓
- hang the curtains ✓
- finish the reception area ✗

How are the electricians doing?



They have installed the fire alarms and they have finished the lights, but they haven't tested the system yet.

(Barnard et. al, 2018, p. 52)

03

GIVING AN UPDATE



UPDATE...



UPDATE...



UPDATE...



UPDATE...



SPEAKING

Student A



Yesterday, you asked your assistant to prepare for a presentation next week. Find out if he/she has done the things on the list by asking ***Have you...?*** questions.

You are Student A's assistant and she/he asked you to prepare for his/her presentation next week. Answer her/his questions using the information below.

Student B

A Have you reserved a meeting room?

B Yes, I have, Room 302.

A ...

B ...

Things to do	Status	Extra information
reserve a meeting room	✓	room 302
send out an announcement	x	I'm going to send an e-mail
make copies of the handouts	#	copying at the moment



มหาวิทยาลัยราชภัฏนครปฐม
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I'm working on _____
included _____
information, sales _____
and customer's review.



Good morning. How's the preparation for Mr. John's branch visit going?

That's great! Have you _____ his time of arrival?

Yes, I have. It's on Friday at 8 am.

Have you _____ the information pack?

Pretty well. It's almost ready.

Rose is getting updates about Mr. John's branch visit.

Complete the conversation with appropriate verbs.



How about his accommodations? Have you _____ a hotel for him?

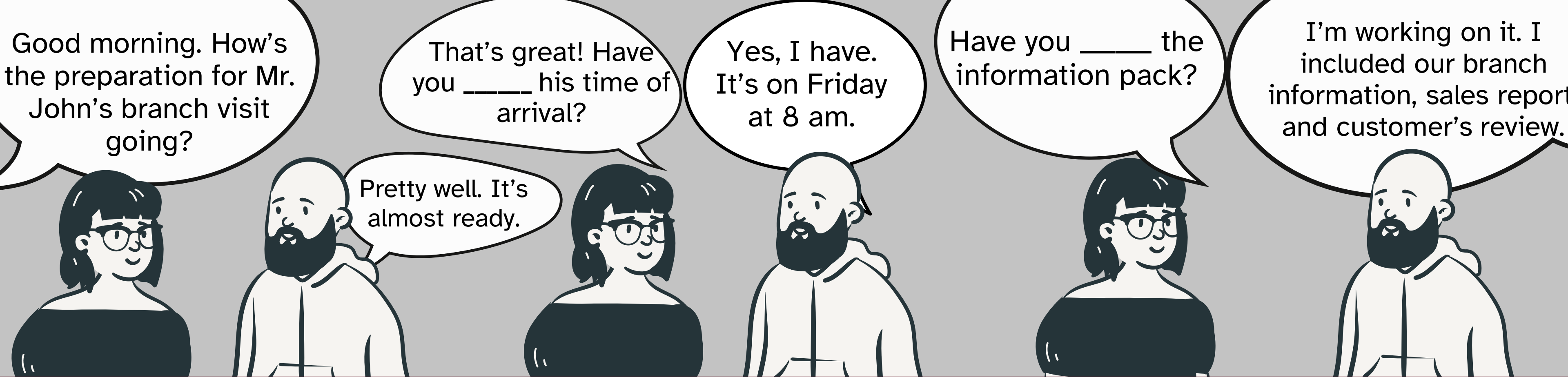
Yes, I _____ a reservation at Green Leaf Hotel for 3 days and 2 nights.

Not yet, but I'm going to send them an email at 3pm today.

Thank you. Keep me updated.

Sure!

Good. Have you _____ our employees about the details of his visit?



Good morning. How's the preparation for Mr. John's branch visit going?

That's great! Have you _____ his time of arrival?

Yes, I have. It's on Friday at 8 am.

Have you _____ the information pack?

I'm working on it. I included our branch information, sales report and customer's review.

Pretty well. It's almost ready.

made

notified

prepared

booked

confirmed

How about his accommodations? Have you _____ a hotel for him?

Yes, I _____ a reservation at Green Leaf Hotel for 3 days and 2 nights.

Not yet, but I'm going to send them an email at 3pm today.

Thank you. Keep me updated.

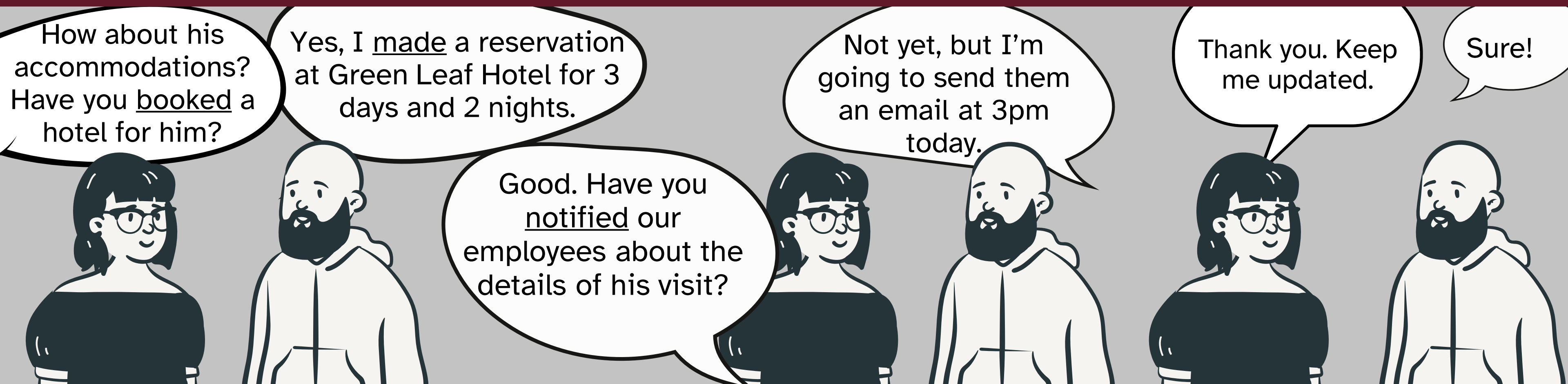
Sure!

Good. Have you _____ our employees about the details of his visit?



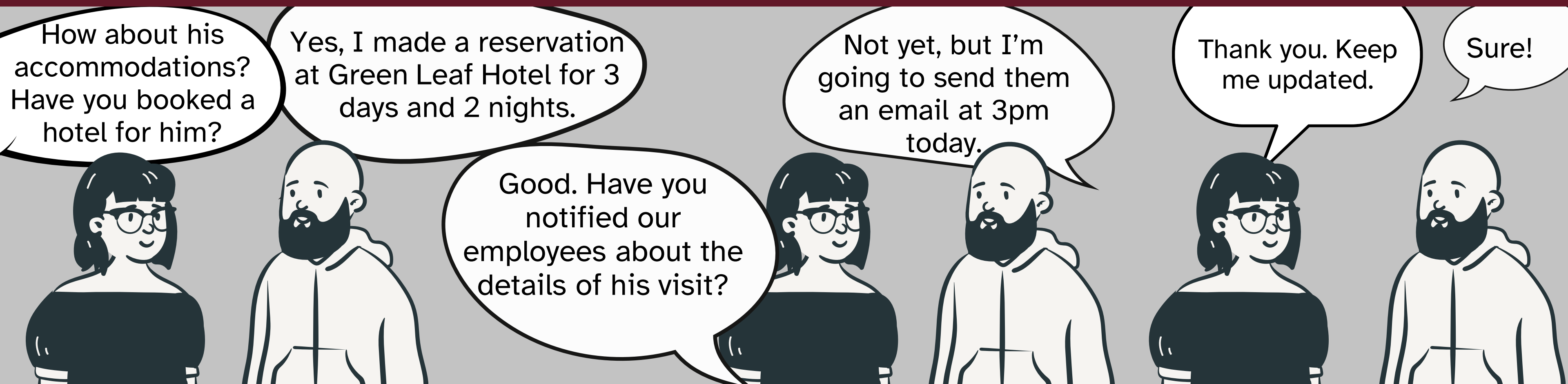


Listen and check your answers.





Practice with a partner.





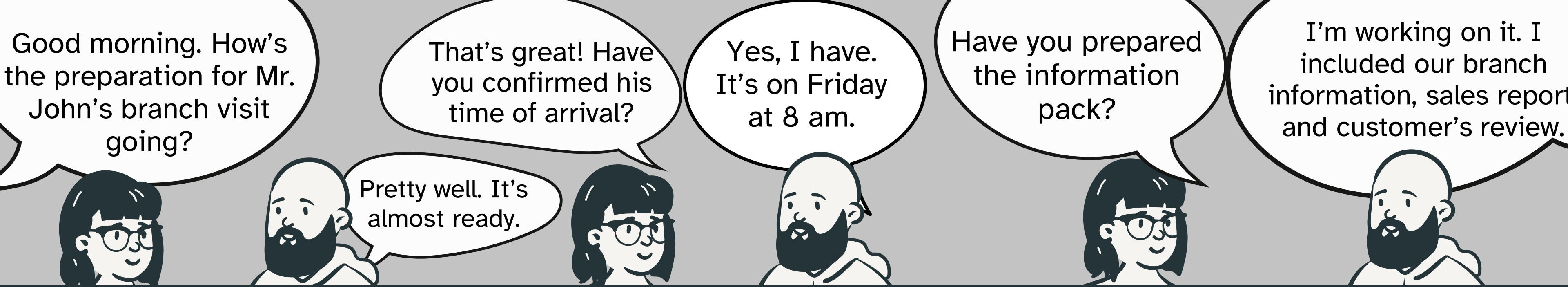
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Nakhon Pathom Rajabhat University
I'm working on including our information, sales and customer's review.



Practice again. Use the information below about a preparation for a company training.

- | | | | | | |
|------------------------------|---|---------------|---------------------------|---|----------------|
| reserve a conference room | ✓ | at Mida Hotel | make copies of worksheets | # | copying now |
| confirm the time of training | ✗ | 9 am to 4 pm | order lunch and snacks | ✗ | doing it later |
| invited a guest speaker | ✓ | Ms. Cheng | | | |





Practice again. Use the information below about a preparation for a company training.

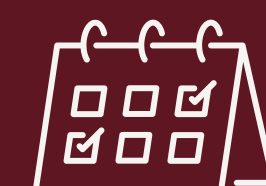
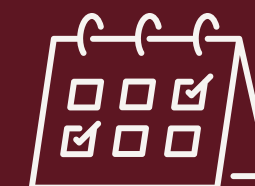
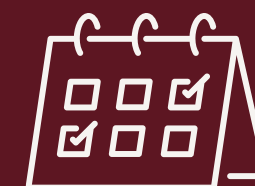
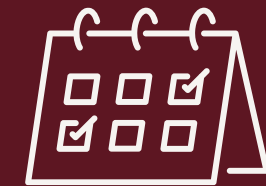
reserve a conference room	✓	at Mida Hotel	make copies of worksheets	#	copying now
confirm the time of training	✗	9 am to 4 pm	order lunch and snacks	✗	doing it later
invited a guest speaker	✓	Ms. Cheng			





04

PERFORMANCE TASK



PERFORMOMANCE TASK



In small group, prepare a role play talking about progress. Think of a situation in which you are preparing for something (e.g. events, activities, projects).

Examples:

- Events: product launch, concert, party,
- Activities: seminar, conference
- Projects: new hotel, new branch, new product, new packaging

Steps:

1. List down the tasks that you need to do
2. Make a timeline of the things you need to do
3. Assign the tasks to your colleagues
4. Each person in your team should plan about the assigned task
5. Report the progress during a **team meeting**



REFERENCE

Barnard, R., Cady, J., Buckingham, A., & Trew, G. (2018). *Business Venture 2*. Oxford University Press.

Murphy, R. (2019). *Grammar in Use*. Cambridge University Press.



Unit 6

CHECKING PROGRESS

In this unit you will explore vocabulary and expressions related to giving opinions and preferences. You will make comparisons and giving reasons for your preferences.