

Progress meetings Present Perfect practice

Business Result Pre-Intermediate Unit 5

Try to find things that you have done more than your partner this week.

Ideas:

Cigarette break/ Coffee break	Work overtime
Email	Phone
Meeting	Commute
Document (agenda, minutes, report, email, note, memo, etc)	
Print out	Photocopy
Drink	Foreign language/ Foreign people
Apologise	Complain
Miss	Late
Sign	Order
Receive	Buy/ Purchase
Thank	

Do the same thing, but this time talking about your whole working life

Ideas:

Presentation
Conference
Trade fair
(Maternity/ Paternity/ Sick/ Study) leave
Bonus
Pay rise
Apply
Promotion
Trip
Meet
Criticise
English
Teleconference/ Videoconference
Fly
Use
Organise
Speak
Change
Refuse/ Reject
Borrow
Cancel
Consider/ Think about
Fix/ Mend/ Repair
Invest
Sell
Lend
Participate in
Disagree
Fax

Hold a progress check meeting and say no to at least half of the things that your partner checks, giving reasons for the lack of progress.

Ideas

Minutes

Agenda

Paperwork

Project

Contacting people

Read

Write

Send

Reply

Meet

Arrange

Accounts

Recruitment

Decide

Do the same, but this time checking the things which have been done and not done and then dividing out the extra jobs between you.

Do the same, but this time on the topic of preparation for an internal training course for the sales staff with an external trainer.

What things did you decide needed to be done in the roleplay above? Listen to tapescript 26 and make a list of things that they have to do.

How does Antonio reply each time?

After analysing the language, do the same with the situation below, but this time deciding what action you should take before you divide the jobs between you.

Recruitment problems:

- Jobs advertised in the national press every three months. Hundreds of applicants but most unsuitable. Cost of advertising very high.
- Only one part-time HR manager.
- Little diversity – 85% of employees are women under 35.
- High staff turnover – the average length of stay in the organisation is only 18 months.
- Benefits only the national legal minimum, e.g. 20 days' paid holiday a year and six weeks of paid maternity leave.

Hold a progress meeting after six months to discuss what has been done, how successful it has been, and what else needs to be done. Use the list of things done below if you need to:

- Discussed problems and solutions with e-recruitment company
- Agreed on budget for e-recruitment
- Increased number of men to 20%
- Extended holidays and maternity leave