

Progress meetings Present Perfect practice

business grammar/ Present Perfect/ business meetings/ HR vocabulary

Business Result Pre-Intermediate Unit 5

Try to find things that you have done more than your partner this week/ since Monday morning.

Suggested things to compare

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

Suggested things to compare

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

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.

Suggested things to check the progress of

Accounts
Agenda
Arrange
Contacting people
Decide
Meet
Minutes
Paperwork
Project
Read
Recruitment
Reply
Send
Write

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 to discuss actions for

- 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 six months later to discuss what has been done, how successful it has been, and what else needs to be done.

Suggested things to check the progress of

- Discuss problems and solutions with e-recruitment company
- Agree on budget for e-recruitment
- Increase number of men to 20%
- Extend holidays and maternity leave