Participating in Meetings
Advanced

Session 2: Status Updates
In this session, you will:

- Learn to give status updates based on specific requirements.
- Practice describing past events and actions tied to milestones.
- Talk about plans for future work-related activities.
Imagine you are part of a team working on opening three new branches in the coming year. Take turns speaking aloud the list of milestones that go with this project.

1. We explored new branch location options.
2. We are going to open three new branches next year.
3. We signed rental agreements for the new branch locations.
4. I applied for licenses but have not received all of the approvals yet.
5. We hired three local store managers.
6. Our consultants will create a new marketing campaign.
7. We made our final choice of three new locations.
8. I chose five locations and suggested these locations to management.
Let’s Practice
Advanced

Your colleagues have made the following statements to let others know the status of a project or other task. The statements may be formal for a status update meeting or just simple statements to other colleagues to help keep them informed.

Put the verb into the past simple, present continuous, or the future tense (with “will” or “going to”) to complete the milestones listed here.

1. We ___________________ (complete) the customer service survey last week.
2. The company ___________________ (launch) new hair care products next month.
3. I ___________________ (present) the results of our research at next week’s regular staff meeting.
4. We ___________________ (research) information about customer spending habits at the moment.
5. The store ___________________ (hire) ten new employees last month.
6. Our consultants ___________________ (give) a presentation during the conference next October.
7. Janice ___________________ (make) the requests to human resources two weeks ago.
8. I ___________________ (review) client accounts currently.
Let’s Practice

You are working on a project to open three new stores in California. Use the following time expressions to match the verb forms used in these status updates on the project.

1. We decided to open new stores in California three months _________.
2. I found three locations for our new stores in California _________.
3. The new stores are going to open _________.
4. _________, we are interviewing job applicants to hire sales help at our new locations.
5. We are going to advertise in local newspapers and on local radio stations _________.

when we open the new stores right now next March
ago last month
Here’s a quick review of the tenses you need to give your status update.

<table>
<thead>
<tr>
<th>Past</th>
<th>Present</th>
<th>Future “going to”</th>
<th>Future “will”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the simple past to speak about completed actions.</td>
<td>Use the present continuous to speak about what is currently happening on your project.</td>
<td>Use the future with “going to” to speak about future plans for the project.</td>
<td>Use the future with “will” to make promises.</td>
</tr>
<tr>
<td>We hired ten new employees.</td>
<td>We’re writing a report on the project this week.</td>
<td>The company is going to open a new branch in August.</td>
<td>I will schedule a meeting with the consultant.</td>
</tr>
</tbody>
</table>
Let’s Practice

Advanced

Your company is going to open new stores in three cities. Role play giving a status update to your coach about the expansion. Use the information to discuss what you did, what you are currently working on, and what is going to happen in the future. Your coach will use the question cues to ask questions.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Target Date</th>
<th>Completion Date</th>
<th>Percent Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find new store locations</td>
<td>February 15th</td>
<td>February 2nd</td>
<td>100%</td>
</tr>
<tr>
<td>Lease new stores</td>
<td>April 1st</td>
<td>April 1st</td>
<td>100%</td>
</tr>
<tr>
<td>Hire new employees for new stores</td>
<td>June 1st</td>
<td></td>
<td>25%</td>
</tr>
<tr>
<td>Open new branches</td>
<td>July 1st</td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

**Question Cues:**

Apply It!

Advanced

Jot down a milestone from a project you are currently working on. Give a status update on the project to your coach.